



MX6500e

User's Guide

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4036

Model(s):

310

Contents

Safety information.....	7
Learning about the scanner and printer.....	9
Finding information about the scanner.....	9
Selecting a location for the printer and the scanner.....	10
Printer configurations.....	11
Basic functions of the scanner.....	12
Understanding the ADF and scanner glass.....	12
Understanding the scanner control panel.....	14
Understanding the scanner control panel.....	14
Understanding the colors of the Sleep button and indicator lights.....	15
Understanding the scanner home screen.....	15
Using the touch-screen buttons.....	17
Setting up and using the home screen applications.....	19
Finding the IP address of the scanner.....	19
Finding the IP address of the computer.....	19
Accessing the Embedded Web Server.....	19
Customizing the home screen.....	20
Understanding the different applications.....	20
Activating the home screen applications.....	21
Exporting and importing a configuration.....	27
Setting up Remote Operator Panel.....	28
Additional scanner and printer setup.....	29
Connecting the scanner and the printer.....	29
Installing a scanner communications card in the printer.....	29
Installing internal options in the scanner.....	34
Installing hardware options.....	49
Attaching cables.....	53
Setting up the scanner software.....	55
Networking.....	56
Verifying printer setup.....	60

Loading paper and specialty media.....	62
Setting the paper size and type.....	62
Configuring Universal paper settings.....	62
Loading the 550-sheet tray.....	62
Loading the 2100-sheet tray.....	69
Loading the multipurpose feeder.....	76
Loading business cards into the ADF.....	80
Linking and unlinking trays.....	81
Paper and specialty media guide.....	83
Using specialty media.....	83
Paper guidelines.....	85
Supported paper sizes, types, and weights.....	88
Printing.....	94
Printing forms and documents.....	94
Printing from a flash drive or mobile device.....	95
Printing confidential and other held jobs.....	97
Printing information pages.....	99
Canceling a print job.....	99
Copying.....	101
Making copies.....	101
Copying film photos.....	102
Copying on specialty media.....	102
Customizing copy settings.....	103
Placing information on copies.....	108
Canceling a copy job.....	109
Understanding the copy options.....	109
E-mailing.....	112
Setting up the printer to e-mail.....	112
Creating an e-mail shortcut.....	113
E-mailing a document.....	114
Customizing e-mail settings.....	115
Canceling an e-mail.....	116
Understanding the e-mail options.....	116

Faxing.....	119
Setting up the scanner to fax.....	119
Sending a fax.....	133
Creating shortcuts.....	136
Customizing fax settings.....	137
Canceling an outgoing fax.....	138
Holding and forwarding faxes.....	138
Understanding the fax options.....	139
Scanning.....	142
Using Scan to Network.....	142
Scanning to an FTP address.....	142
Scanning to a computer or to a flash drive.....	145
Understanding the scan options.....	146
Understanding the printer menus.....	149
Menus list.....	149
Supplies menu.....	150
Paper menu.....	150
Reports menu.....	163
Network/Ports menu.....	164
Security menu.....	177
Settings menu.....	183
Saving money and the environment.....	230
Saving paper and toner.....	230
Saving energy.....	231
Recycling.....	233
Securing the printer.....	235
Statement of Volatility.....	235
Erasing volatile memory.....	235
Erasing non-volatile memory.....	236
Erasing scanner hard disk memory.....	236
Configuring scanner hard disk encryption.....	237
Finding printer security information.....	238

Maintaining the scanner and the printer.....239

Cleaning the printer.....	239
Cleaning the exterior of the scanner.....	239
Cleaning the scanner glass.....	240
Cleaning the ADF glass.....	240
Cleaning the ADF parts.....	241
Cleaning the touch screen.....	245
Emptying the hole punch box.....	246
Storing supplies.....	246
Checking the status of supplies.....	246
Ordering supplies.....	247
Replacing supplies.....	251
Moving the scanner and the printer.....	258

Managing the scanner and the printer.....262

Finding advanced networking and administrator information.....	262
Checking the virtual display.....	262
Setting up e-mail alerts.....	262
Viewing reports.....	262
Configuring supply notifications from the Embedded Web Server.....	263
Restoring factory default settings.....	264

Clearing jams.....265

Avoiding jams.....	265
Understanding jam messages and locations.....	267
[x]-page jam, lift front cover to remove cartridge. [200–201].....	270
[x]-page jam, open upper rear door. [202].....	272
[x]-page jam, open upper and lower rear door. [231–234].....	273
[x]-page jam, remove standard bin jam. [203].....	275
[x]-page jam, remove tray 1 to clear duplex. [235–239].....	275
[x]-page jam, open tray [x]. [24x].....	277
[x]-page jam, clear manual feeder. [250].....	278
[x]-page jam, remove paper, open mailbox rear door. Leave paper in bin. [41y.xx].....	279
[x]-page jam, remove paper, open finisher rear door. Leave paper in bin. [451].....	281
[x]-page jam, remove paper, open stapler door. Leave paper in bin. [455–457].....	282
[x]-page jam, remove paper, open expander rear door. Leave paper in bin. [43y.xx].....	286

[x]-page jam, open automatic feeder top cover [28y.xx].....287

Troubleshooting.....288

 The indicator light is blinking.....288

 Understanding the printer messages.....288

 Solving printer problems.....309

 Solving print problems.....316

 Solving copy problems.....343

 Solving fax problems.....346

 Solving scanner problems.....352

 Solving home screen application problems.....358

 Embedded Web Server does not open.....358

 Contacting customer support.....359

Notices.....361

 Product information.....361

 Edition notice.....361

 Power consumption.....365


Index.....377


Safety information


Connect the power cord to a properly grounded electrical outlet that is near the product and easily accessible.


Do not place or use this product near water or wet locations.


Use care when you replace a lithium battery.

 **CAUTION—POTENTIAL INJURY:** There is a danger of explosion if a lithium battery is incorrectly replaced. Replace it only with the same or an equivalent type of lithium battery. Do not recharge, disassemble, or incinerate a lithium battery. Discard used batteries according to the manufacturer's instructions and local regulations.


 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

 **CAUTION—POTENTIAL INJURY:** To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.


 **CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

 **CAUTION—POTENTIAL INJURY:** Before moving the scanner, follow these guidelines to avoid personal injury or scanner damage:

- Turn off the scanner using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the scanner before moving it.

 **CAUTION—POTENTIAL INJURY:** Follow these guidelines to avoid personal injury or scanner damage:

- Make sure your fingers are not under the scanner when you set it down.
- Put the scanner on a flat and stable surface.
- Before setting up the scanner, make sure there is adequate clearance around it.

 **CAUTION—POTENTIAL INJURY:** Before moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Turn off the printer, and then unplug the power cord from the electrical outlet.
- Disconnect all cords and cables from the printer.
- If two or more optional finishers are installed, then remove the finishers individually from the printer.




Notes:

- Make sure to remove the topmost finisher first.
- To remove the finisher, hold the finisher on both sides, and then lift the latches to unlock the finisher.
- If the printer does not have a caster base but is configured with optional trays, then remove the trays.



Note: Slide the latch on the right side of the optional tray toward the front of the tray until it *clicks* into place.

- Use the handholds located on both sides of the printer to lift it.
- Make sure your fingers are not under the printer when you set it down.
- Make sure there is adequate clearance around the printer.
- Use only the power cord provided with this product or the manufacturer's authorized replacement.




Use only the power cord provided with this product or the manufacturer's authorized replacement.

-  **CAUTION—POTENTIAL INJURY:** To reduce risk of fire, use only the telecommunications (RJ-11) cord provided with this product or a UL Listed 26 AWG or larger replacement when connecting this product to the public switched telephone network.
-  **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the scanner, then turn the scanner off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the scanner, then turn them off as well, and unplug any cables going into the scanner.
-  **CAUTION—SHOCK HAZARD:** If you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

This product is designed, tested, and approved to meet strict global safety standards with the use of specific manufacturer's components. The safety features of some parts may not always be obvious. The manufacturer is not responsible for the use of other replacement parts.

-  **CAUTION—SHOCK HAZARD:** To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.
-  **CAUTION—POTENTIAL INJURY:** Do not cut, twist, bind, crush, or place heavy objects on the power cord. Do not subject the power cord to abrasion or stress. Do not pinch the power cord between objects such as furniture and walls. If any of these things happen, a risk of fire or electrical shock results. Inspect the power cord regularly for signs of such problems. Remove the power cord from the electrical outlet before inspecting it.


Refer service or repairs, other than those described in the user documentation, to a professional service person.

-  **CAUTION—SHOCK HAZARD:** To avoid the risk of electric shock when cleaning the exterior of the scanner, unplug the power cord from the wall outlet and disconnect all cables from the scanner before proceeding.
-  **CAUTION—SHOCK HAZARD:** Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.
-  **CAUTION—TIPPING HAZARD:** Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using multiple input options. If you purchased a printer with a similar configuration, then you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.

SAVE THESE INSTRUCTIONS.


Learning about the scanner and printer

Finding information about the scanner

What are you looking for?	Find it here
Initial setup instructions: <ul style="list-style-type: none"> • Connecting the scanner to the printer • Installing the scanner software 	Setup documentation—The setup documentation came with the scanner and is also available on the Lexmark Web site at http://support.lexmark.com .
Additional setup and instructions for using the scanner: <ul style="list-style-type: none"> • Selecting and storing paper and specialty media • Loading paper • Configuring scanner settings • Viewing and printing documents and photos • Setting up and using the scanner software • Configuring the scanner on a network • Caring for and maintaining the scanner • Troubleshooting and solving problems 	<i>User's Guide</i> and <i>Quick Reference Guide</i> —The guides are available on the <i>Software and Documentation</i> CD. For updates, visit our Web site at http://support.lexmark.com .
Instructions for: <ul style="list-style-type: none"> • Connecting the scanner to an Ethernet network • Troubleshooting scanner connection problems 	<i>Networking Guide</i> —Open the <i>Software and Documentation</i> CD, and then navigate to: Documentation > User's Guide and other publications > Networking Guide
Help using the scanner software	Windows or Mac Help—Open a scanner software program or application, and then click Help . Click  to view context-sensitive information. Notes: <ul style="list-style-type: none"> • Help is automatically installed with the scanner software. • The scanner software is located in the device program folder or on the desktop, depending on your operating system.

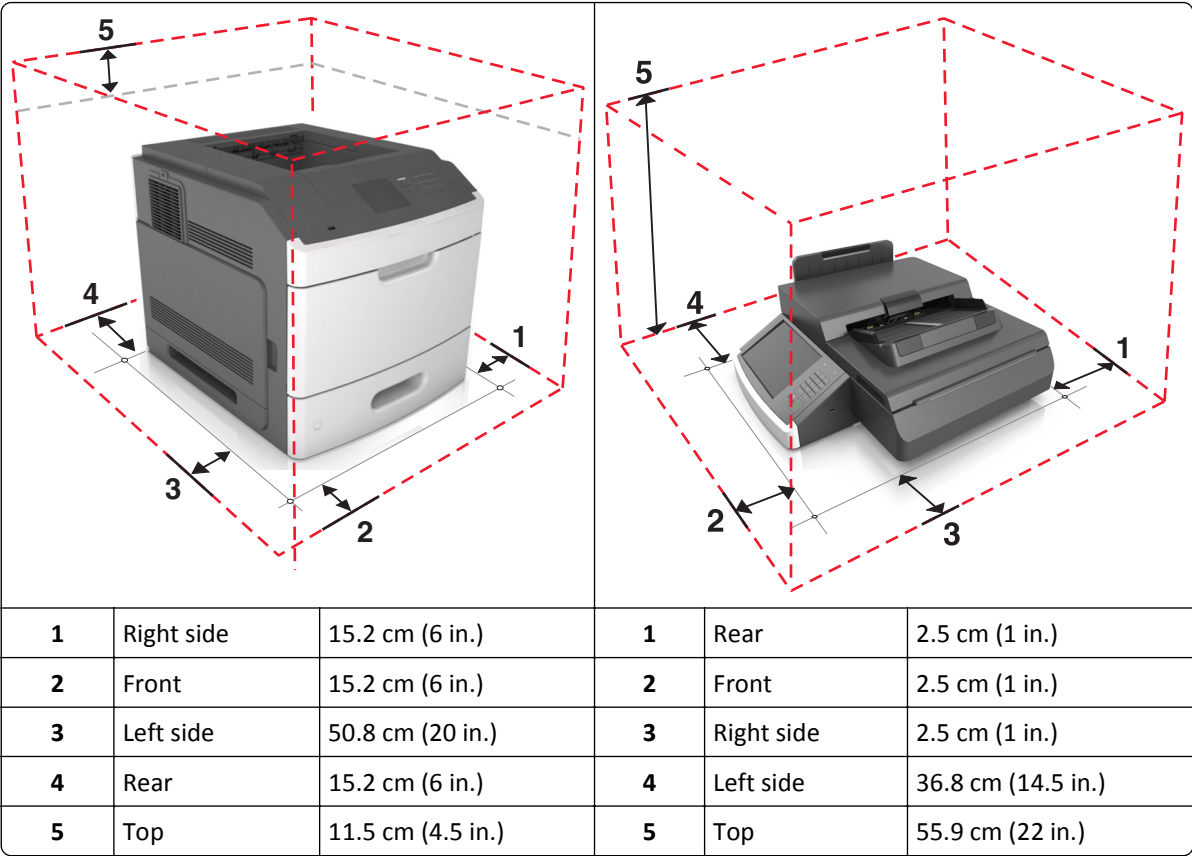
What are you looking for?	Find it here
<p>The latest supplemental information, updates, and customer support:</p> <ul style="list-style-type: none"> • Documentation • Driver downloads • Live chat support • E-mail support • Voice support 	<p>Lexmark support Web site— http://support.lexmark.com</p> <p>Note: Select your country or region, and then select your product to view the appropriate support site.</p> <p>Support telephone numbers and hours of operation for your country or region can be found on the Support Web site or on the printed warranty that came with your scanner.</p> <p>Record the following information (located on the store receipt and at the back of the scanner), and have it ready when you contact customer support so that they may serve you faster:</p> <ul style="list-style-type: none"> • Machine Type number • Serial number • Date purchased • Store where purchased
Warranty information	<p>Warranty information varies by country or region:</p> <ul style="list-style-type: none"> • In the U.S.—See the Statement of Limited Warranty included with this scanner, or visit the Lexmark Web site at http://support.lexmark.com. • In other countries and regions—See the printed warranty that came with your scanner.

Selecting a location for the printer and the scanner


 **CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

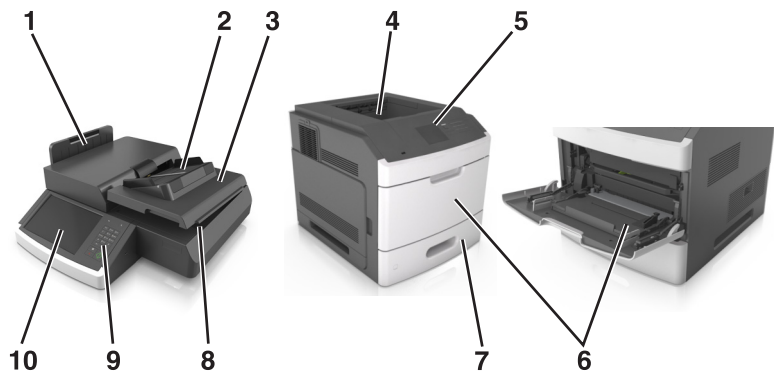
When selecting a location for the printer and the scanner, leave enough room to open trays, covers, and doors. If you plan to install any options, then leave enough room for them also. It is important to:

- Make sure airflow in the room meets the latest revision of the ASHRAE 62 standard or the CEN Technical Committee 156 standard.
- Provide a flat, sturdy, and stable surface.
- Keep the printer and the scanner:
 - Within the distance allowed by the length of the Ethernet cable.
 - Away from the direct airflow of air conditioners, heaters, or ventilators
 - Free from direct sunlight, humidity extremes, or temperature fluctuations
 - Clean, dry, and free of dust
- Allow the following recommended amount of space around the printer and the scanner for proper ventilation:



Printer configurations

 **CAUTION—TIPPING HAZARD:** Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using multiple input options. If you purchased a multifunction printer (MFP) that scans, copies, and faxes, you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.



1	ADF bin
2	Automatic document feeder (ADF)
3	Scanner cover
4	Standard bin

5	Printer control panel
6	Multipurpose feeder
7	550-sheet tray
8	Scanner glass
9	Scanner control panel
10	



Basic functions of the scanner

When configured with the printer, the scanner provides copy, fax, and scan-to-network capability for large workgroups. You can:

- Make quick copies, or change the settings on the touch screen to perform specific copy jobs.
- Send fax to multiple fax destinations at the same time.
- Scan documents and send them to your computer, an e-mail address, a USB flash memory device, or an FTP destination.
- Scan documents and send them to another printer (PDF by way of FTP).

When the printer is converted into a multifunction device, all printer messages will be seen on the touch screen.

Understanding the ADF and scanner glass

Automatic Document Feeder (ADF)	Scanner glass
 <p>Use the ADF for multiple pages, including duplex pages. Note: You may also load business cards into the ADF.</p>	 <p>Use the scanner glass for single pages or book pages, small items (such as business cards, postcards or photos), transparencies, photo paper, or thin media such as magazine clippings.</p>

Using the ADF

- Load letter- and A4-size documents into the ADF facedown, long edge first.
- Load legal- and A3-size documents into the ADF facedown, short edge first.
- Load up to 100 sheets of plain paper in the ADF input tray.

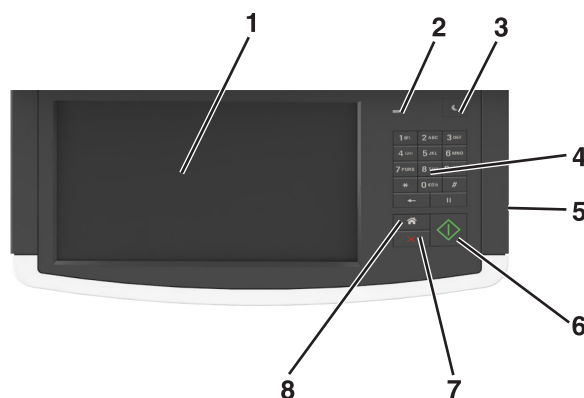
- Load up to 30 sheets of A3-, tabloid- or 11 x 17 in. size plain paper.
- Scan sizes from 50.8 x 76.2 mm (2 x 3 in.) to 299.7 x 431.8 mm (11.8 x 17 in.).
- Scan documents with different paper sizes (letter and legal).
- Scan media weights of 52–120 g/m² (12–34 lb).
- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

Using the scanner glass

- Place a document facedown on the scanner glass in the lower left corner.
- Scan or copy documents up to 114 mm x 140 mm (4.5 x 5.5 in.) to 216 x 356 mm (8.5 x 11 in.).
- Copy books with the book spine on the lower right corner of the scanner glass.

Understanding the scanner control panel

Understanding the scanner control panel



Item		Description
1	Display	Lets you view scanning, copying, faxing, and printing options as well as status and error messages
2	Indicator light	<ul style="list-style-type: none"> • Off—The power is off. • Blinking green—The scanner is warming up, processing data, or printing. • Solid green—The scanner is on, but idle. • Blinking red—Operator intervention is needed.
3	Sleep	<p>Enables Sleep mode</p> <p>The following are the statuses of the indicator light and the Sleep button:</p> <ul style="list-style-type: none"> • Entering or waking from Sleep mode—The indicator light is illuminated solid green, Sleep button is unilluminated. • Operating in Sleep mode—The indicator light is illuminated solid green, Sleep button is illuminated solid amber. <p>The following actions wake the printer from Sleep mode:</p> <ul style="list-style-type: none"> • Touching the screen or pressing any button • Opening an input tray, cover, or door • Sending a print job from the computer • Performing a power-on-reset with the main power switch
4	Keypad	Lets you enter numbers, letters, or symbols on the display
5	USB port	<p>Lets you insert a USB flash drive to send data or to save scanned images.</p> <p>For instructions on how to use the USB port, see “Printing from a flash drive” on page 95.</p>
6	Submit	Lets you submit changes made in the scanner settings
7	Stop/Cancel	<p>Stops all scanner activity</p> <p>Note: A list of options is displayed once Stopped appears on the display.</p>
8	Home	Lets you navigate back to the home screen

Understanding the colors of the Sleep button and indicator lights

The colors of the Sleep button and the indicator lights on the scanner control panel signify a scanner and a printer status.

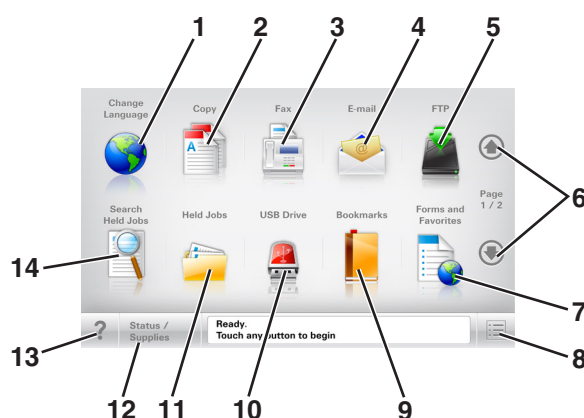
Sleep button light	Scanner and printer status
Off	The scanner and the printer are off, idle or in Ready state.
Solid amber	The scanner and the printer are in Sleep mode.

Indicator light	Scanner and printer status
Off	The scanner and the printer are off.
Blinking green	The scanner and the printer are warming up or processing data. The printer is printing.
Solid green	The scanner and the printer are on, but idle.
Blinking red	The scanner and the printer require user intervention.

Understanding the scanner home screen

When the scanner is turned on, the display shows a basic screen, referred to as the home screen. Touch the home screen buttons and icons to initiate an action such as copying, faxing, or scanning; to open the menu screen; or to respond to messages.

Note: Your home screen may vary depending on your home screen customization settings, administrative setup, and active embedded solutions.





Touch	To
1	Change Language
2	Copy
3	Fax
4	E-mail
5	FTP

6	Page 1 / 2
7	Forms and Favorites
8	Status / Supplies
9	Bookmarks
10	USB Drive
11	Held Jobs
12	Search Held Jobs
13	Ready. Touch any button to begin
14	A group of icons including a magnifying glass, a folder, and a printer.

Touch		To
6	Arrows	Scroll up or down.
7	Forms and Favorites	Quickly find and print frequently used online forms.
8	Menu icon	Access the scanner menus. Note: The menus are available only when the scanner is in Ready state.
9	Bookmarks	Create, organize, and save a set of bookmarks (URL) into a tree view of folders and file links. Note: The tree view supports only bookmarks created from this function, and not from any other application.
10	USB Drive	View, select, print, scan, or e-mail photos and documents from a flash drive. Note: This icon appears only when you return to the home screen while a memory card or a flash drive is connected to the scanner.
11	Held Jobs	Display all current held jobs.
12	Status/Supplies	<ul style="list-style-type: none"> Show a warning or error message whenever the scanner or the printer requires intervention to continue processing. Access the messages screen for more information on the message, and how to clear it.
13	Tips	Open a context-sensitive Help dialog.
14	Search held jobs	Search for one or more of the following items: <ul style="list-style-type: none"> User name for held or confidential print jobs Job names for held jobs, excluding confidential print jobs Profile names Bookmark container or print job names USB container or print job names for supported file types

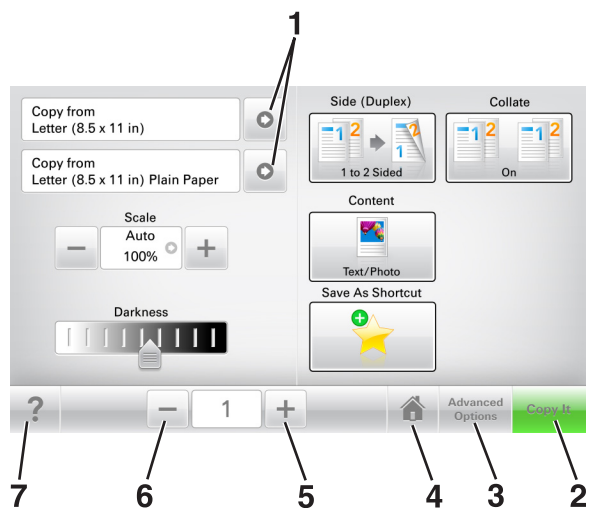
Features

Feature	Description
Menu path Example: <u>Menus</u> > <u>Settings</u> > <u>Copy Settings</u> > Number of Copies	A menu path is located at the top of each menu screen. This feature shows the path taken to arrive at the current menu. Touch any of the underlined words to return to that menu. Number of Copies is not underlined because it is the current screen. If you touch an underlined word on the “Number of Copies” screen before the number of copies is set and saved, then the selection is not saved, and it does not become the default setting.
Attendance message alert 	If an attendance message affects a function, then this icon appears and the red indicator light blinks.
Warning 	If an error condition occurs, then this icon appears.

Feature	Description
Status message bar	<ul style="list-style-type: none"> • Show the current status such as Ready or Busy. • Show scanner and printer conditions such as Replace separator pad or Cartridge low. • Show intervention messages so the scanner can continue processing.
Scanner IP address Example: 123.123.123.123	The IP address of your network scanner is located at the upper left corner of the home screen and appears as four sets of numbers separated by periods. You can use the IP address when accessing the Embedded Web Server so you can view and remotely configure scanner and printer settings even when you are not physically near the scanner.




Using the touch-screen buttons

Note: Your home screen, icons, and buttons may vary, depending on your home screen customization settings, administrative setup, and active embedded solutions.



	Touch	To
1	Arrows	View a list of options.
2	Copy It	Print a copy.
3	Advanced Options	Select a copy option.
4	Home	Go to the home screen.
5	Increase	Select a higher value.
6	Decrease	Select a lower value.
7	Tips	Open a context-sensitive Help dialog.

Other touch-screen buttons

Touch	To
Accept 	Save a setting.
Cancel 	<ul style="list-style-type: none">• Cancel an action or a selection.• Exit a screen and return to the previous screen without saving changes.
Reset 	Reset values on the screen.

Setting up and using the home screen applications

Notes:

- Your home screen, icons, and buttons may vary depending on your home screen customization settings, administrative setup, and active embedded applications.
- There may be additional solutions and applications available for purchase. To learn more, go to www.lexmark.com or contact the place where you purchased the scanner.

Finding the IP address of the scanner

Notes:

- Make sure your scanner is connected to a network or to a print server.
- An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

You can find the scanner IP address:

- From the top left corner of the scanner home screen.
- From the TCP/IP section in the Network/Ports menu.
- By printing a network setup page or menu settings page, and then finding the TCP/IP section.

Finding the IP address of the computer

For Windows users

- 1 In the Run dialog box, type **cmd** to open the command prompt.
- 2 Type **ipconfig**, and then look for the IP address.

For Macintosh users

- 1 From System Preferences in the Apple menu, select **Network**.
- 2 Select your connection type, and then click **Advanced > TCP/IP**.
- 3 Look for the IP address.

Accessing the Embedded Web Server

The Embedded Web Server is the scanner Web page that lets you view and remotely configure scanner and printer settings even when you are not physically near the scanner.

- 1 Obtain the scanner IP address:
 - From the scanner home screen
 - From the TCP/IP section in the Network/Ports menu
 - By printing a network setup page or menu settings page, and then finding the TCP/IP section

Note: An IP address appears as four sets of numbers separated by periods, such as 123 . 123 . 123 . 123 .

2 Open a Web browser, and then type the scanner IP address in the address field.

3 Press **Enter**.

Note: If you are using a proxy server, then temporarily disable it to load the Web page correctly.

Customizing the home screen

1 Open a Web browser, and then type the scanner IP address in the address field.

Note: View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Do one or more of the following:

- Show or hide the icons of basic scanner functions.
 - a** Click **Settings > General Settings > Home screen customization**.
 - b** Select the check boxes to specify which icons appear on the home screen.

Note: If you clear a check box beside an icon, then the icon does not appear on the home screen.

- c** Click **Submit**.
- Customize the icon for an application. For more information, see [“Finding information about the home screen applications” on page 21](#) or see the documentation that came with the application.

Understanding the different applications

Use	To
ADF Card Copy	Scan and print both sides of a card on a single page using the ADF. For more information, see “Setting up ADF Card Copy” on page 24 .
Bar Code Discovery	Create and manage bar code templates. For more information, see “Using Bar Code Discovery” on page 26 .
Card Copy	Scan and print both sides of a card on a single page. For more information, see “Setting up Card Copy” on page 22 .
Fax	Scan a document, and then send it to a fax number. For more information, see “Faxing” on page 119 .
Forms and Favorites	Quickly find and print frequently used online forms directly from the scanner home screen. For more information, see “Setting up Forms and Favorites” on page 21 .
Multi Send	Scan a document, and then send it to multiple destinations. For more information, see “Setting up Multi Send” on page 23 .
MyShortcut	Create shortcuts directly on the scanner home screen. For more information, see “Using MyShortcut” on page 23 .
Scan to E-mail	Scan a document, and then send it to an e-mail address. For more information, see “E-mailing” on page 112 .
Scan to Computer	Scan a document, and then save it to a predefined folder on a host computer. For more information, see “Setting up Scan to Computer” on page 146 .
Scan to FTP	Scan documents directly to a File Transfer Protocol (FTP) server. For more information, see “Scanning to an FTP address” on page 143 .

Use	To
Scan to Network	Scan a document, and then send it to a network shared folder. For more information, see “Setting up Scan to Network” on page 24.
Scan to Sharepoint	Securely scan documents to sites housed on SharePoint servers. For more information, see “Setting up Scan to Sharepoint” on page 26.

Activating the home screen applications

Finding information about the home screen applications


Your scanner comes with preinstalled home screen applications. Before you can use these applications, you must first activate and set up these applications using the Embedded Web Server. For more information on accessing the Embedded Web Server, see [“Accessing the Embedded Web Server” on page 19.](#)

For more information on configuring and using the home screen applications, do the following:

- 1 Go to <http://support.lexmark.com>.
- 2 Click **Software Solutions**, and then select either of the following:
 - **Scan to Network**—This lets you find information about the Scan to Network application.
 - **Other Applications**—This lets you find information about the other applications.
- 3 Click the **Manuals** tab, and then select the document for the home screen application.

Setting up Forms and Favorites

Note: A later version of this *User's Guide* may contain a direct link to the *Administrator's Guide* of this application. To check for updates of this *User's Guide*, go to <http://support.lexmark.com>.

Use	To
	<p>Streamline work processes by letting you quickly find and print frequently used online forms directly from the scanner home screen.</p> <p>Note: The scanner must have permission to access the network folder, FTP site, or Web site where the bookmark is stored. From the computer where the bookmark is stored, use sharing, security, and firewall settings to allow the scanner at least a <i>read</i> access. For help, see the documentation that came with your operating system.</p>

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Note: View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- 2 Click **Settings > Apps > Apps Management > Forms and Favorites**.
- 3 Click **Add**, and then customize the settings.

Notes:

 - See the mouse-over help beside each field for a description of the setting.


- To make sure the location settings of the bookmark are correct, type the correct IP address of the host computer where the bookmark is located. For more information on obtaining the IP address of the host computer, see [“Finding the IP address of the computer” on page 19](#).
- Make sure the scanner has access rights to the folder where the bookmark is located.

4 Click **Apply**.

To use the application, touch **Forms and Favorites** on the scanner home screen, and then navigate through form categories, or search for forms based on a form number, name, or description.

Setting up Card Copy

Note: A later version of this *User's Guide* may contain a direct link to the *Administrator's Guide* of this application. To check for updates of this *User's Guide*, go to <http://support.lexmark.com>.

Use	To
	Quickly and easily copy insurance, identification, and other wallet-size cards. You can scan and print both sides of a card on a single page, saving paper and showing the information on the card in a more convenient manner.

1 Open a Web browser, and then type the scanner IP address in the address field.

Note: View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

2 Click **Settings > Apps > Apps Management > Card Copy**.

3 Change the default scanning options, if necessary.

- **Default tray**—Select the default tray to be used for printing scan images.
- **Default number of copies**—Specify the number of copies that should automatically print when the application is used.
- **Default contrast setting**—Specify a setting to increase or decrease the level of contrast when a copy of the scanned card is printed. Select **Best for Content** if you want the scanner to adjust the contrast automatically.
- **Default scale setting**—Set the size of the scanned card when printed. The default setting is 100% (full size).
- **Resolution setting**—Adjust the quality of the scanned card.

Notes:


- When scanning a card, make sure the scan resolution is not more than 200 dpi for color, and 400 dpi for black and white.
- When scanning multiple cards, make sure the scan resolution is not more than 150 dpi for color, and 300 dpi for black and white.
- **Print Borders**—Select the check box to print the scan image with a border around it.

4 Click **Apply**.

To use the application, touch **Card Copy** on the scanner home screen, and then follow the instructions.

Using MyShortcut


Note: A later version of this *User's Guide* may contain a direct link to the *Administrator's Guide* of this application. To check for updates of this *User's Guide*, go to <http://support.lexmark.com>.

Use	To
	Create shortcuts on the scanner home screen, with settings for up to 25 frequently used copy, fax, or e-mail jobs.

To use the application, touch **MyShortcut**, and then follow the instructions on the scanner display.

Setting up Multi Send

Note: A later version of this *User's Guide* may contain a direct link to the *Administrator's Guide* of this application. To check for updates of this *User's Guide*, go to <http://support.lexmark.com>.

Use	To
	Scan a document, and then send the scanned document to multiple destinations. Note: Make sure there is enough space in the scanner hard disk.

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Note: View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Click **Settings > Apps > Apps Management > Multi Send**.

- 3 From the Profiles section, click **Add**, and then customize the settings.

Notes:


- See the mouse-over help beside each field for a description of the setting.
- If you select **FTP** or **Share Folder** as a destination, then make sure the location settings of the destination are correct. Type the correct IP address of the host computer where the specified destination is located. For more information on obtaining the IP address of the host computer, see [“Finding the IP address of the computer” on page 19](#).

- 4 Click **Apply**.

To use the application, touch **Multi Send** on the scanner home screen, and then follow the instructions on the scanner display.

Setting up Scan to Network

Note: A later version of this *User's Guide* may contain a direct link to the *Administrator's Guide* of this application. To check for updates of this *User's Guide*, go to <http://support.lexmark.com>.

Use	To
	<p>Scan a document and send it to a shared network folder. You can define up to 30 unique folder destinations.</p> <p>Notes:</p> <ul style="list-style-type: none"> The scanner must have permission to write to the destinations. From the computer where the destination is specified, use sharing, security, and firewall settings to allow the scanner at least a <i>write</i> access. For help, see the documentation that came with your operating system. The Scan to Network icon appears only when one or more destinations are defined.

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Note: View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Do either of the following:
 - Click **Set up Scan to Network**.
 - Click **Settings > Apps > Apps Management > Scan to Network**.

- 3 Specify the destinations, and then customize the settings.

Notes:

- See the mouse-over help beside some of the fields for a description of the setting.
- To make sure the location settings of the destination are correct, type the correct IP address of the host computer where the specified destination is located. For more information on obtaining the IP address of the host computer, see [“Finding the IP address of the computer” on page 19](#).
- Make sure the scanner has access rights to the folder where the specified destination is located.


- 4 If necessary, click **Click here** to expand for more options.

- 5 Click **OK > Apply**.

To use the application, touch **Scan to Network** on the scanner home screen, and then follow the instructions on the scanner display.

Setting up ADF Card Copy

Note: A later version of this *User's Guide* may contain a direct link to the *Administrator's Guide* of this application. To check for updates of this *User's Guide*, go to <http://support.lexmark.com>.

Use	To
	<p>Quickly and easily copy insurance, identification, and other wallet-size cards using the Automatic Document Feeder (ADF).</p> <p>You can scan and print both sides of a card on a single page, saving paper and showing the information on the card in a more convenient manner.</p>

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Note: View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Click **Settings > Apps > Apps Management > ADF Card Copy**.

- 3 Change the default output options, if necessary.

Selecting output options

- **Print Output**—Select this option to print the scanned card.
- **E-mail Output**—Select this option to send the scanned card as an e-mail attachment.
- **Network Share Output**—Select this option to save the scanned card to a shared folder on the network.
- **Scan File Format**—Specify the output format (TIFF, JPEG, or PDF) of the scanned card.

Configuring e-mail setting

- **Default e-mail address**—Specify the destination e-mail address for the scanned card. Use a comma to separate multiple e-mail addresses.

Configuring network destination settings

- **Destination Server Address**—Type the server name or IP address of the shared network folder, with the format `\\server\share`.
- **Domain (Optional)**—Type the Windows domain for the destination if the destination resides within a different Windows domain than the printer.
- **Username**—Type the default user name to connect to the destination.
- **Password**—Type the default password to connect to the destination.
- **Authentication Type**—Select how users are authenticated when connecting to the destination.
- **Append Timestamp**—Select the check box to add a time stamp to the file name.

- 4 Change the default scanning options, if necessary.

- **Default tray**—Select the default tray to be used for printing scan images.
- **Default number of copies**—Specify the number of copies that should automatically print when the application is used.
- **Default contrast setting**—Specify a setting to increase or decrease the level of contrast when a copy of the scanned card is printed. Select **Best for Content** if you want the scanner to adjust the contrast automatically.
- **Default scale setting**—Set the size of the scanned card when printed. The default setting is 100% (full size).
- **Resolution setting**—Adjust the quality of the scanned card.

Notes:


- When scanning a card, make sure the scan resolution is not more than 200 dpi for color, and 400 dpi for black and white.
- When scanning multiple cards, make sure the scan resolution is not more than 150 dpi for color, and 300 dpi for black and white.
- **Print Borders**—Select the check box to print the scan image with a border around it.

- 5 Click **Apply**.

To use the application, touch **ADF Card Copy** on the scanner home screen, and then follow the instructions.

Setting up Scan to Sharepoint

Note: A later version of this *User's Guide* may contain a direct link to the *Administrator's Guide* of this application. To check for updates of this *User's Guide*, go to <http://support.lexmark.com>.

Use	To
	<ul style="list-style-type: none">• Securely scan documents to Web sites housed on SharePoint servers.• Allow Web site navigation, folder creation, and printing of documents saved in SharePoint sites from the scanner.

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Note: View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 Add or edit a profile.

Adding a profile

From the Configure page, click **Add**.

Editing a profile


From the Configure page, select a profile to edit, and then click **Edit**.

- 3 Configure the proxy settings for the scanner. Type the proxy host name and port number used to connect to the server.
- 4 If necessary, change the Sharepoint settings. For more information, see the documentation that came with your application.
- 5 Click **Apply**.

To use the application, touch **Scan to Sharepoint** on the scanner home screen, and then follow the instructions on the scanner display.

Using Bar Code Discovery

Note: A later version of this *User's Guide* may contain a direct link to the *Administrator's Guide* of this application. To check for updates of this *User's Guide*, go to <http://support.lexmark.com>.

Use	To
	<p>Create and manage bar code templates to specify the location and type of bar code that users will frequently scan.</p> <p>Note: Bar Code Discovery can only be accessed from the scanner home screen.</p>

To use the application, touch **Bar Code Discovery** from the scanner home screen, and then follow the instructions on the scanner display.

Exporting and importing a configuration

You can export configuration settings into a text file, and then import the file to apply the settings to other devices.

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Note: View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

- 2 To export or import a configuration for one application, do the following:

- a Click **Settings > Apps > Apps Management**.

- b From the list of installed applications, click the name of the application you want to configure.

- c Click **Configure**, and then do either of the following:

- To export a configuration to a file, click **Export**, and then follow the instructions on the computer screen to save the configuration file.

Notes:

- When saving the configuration file, you can type a unique file name or use the default name.
- If a "JVM Out of Memory" error occurs, then repeat the export process until the configuration file is saved.

- To import a configuration from a file, click **Import**, and then browse to the saved configuration file that was exported from a previously configured device.

Notes:

- Before importing the configuration file, you can choose to preview it first or load it directly.
- If a timeout occurs and a blank screen appears, then refresh the Web browser, and then click **Apply**.

3 To export or import a configuration for multiple applications, do the following:

a Click **Settings > Import/Export**.

b Do either of the following:

- To export a configuration file, click **Export Embedded Solutions Settings File**, and then follow the instructions on the computer screen to save the configuration file.
- To import a configuration file, do the following:
 - 1** Click **Import Embedded Solutions Settings File > Choose File**, and then browse to the saved configuration file that was exported from a previously configured device.
 - 2** Click **Submit**.

Setting up Remote Operator Panel

This application shows the scanner control panel on your computer screen and lets you interact with the scanner control panel, even when you are not physically near the network scanner. From your computer screen, you can view the scanner status, release held print jobs, create bookmarks, and do other print-related tasks you might normally do while standing at the network scanner.

1 Open a Web browser, and then type the scanner IP address in the address field.

Note: View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.


2 Click **Settings > Remote Operator Panel Settings**.

3 Select the **Enabled** check box, and then customize the settings.

4 Click **Submit**.

To use the application, click **Remote Operator Panel > Launch VNC Applet**.

Additional scanner and printer setup

 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the scanner, then turn the scanner off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the scanner, then turn them off as well, and unplug any cables going into the scanner.

Connecting the scanner and the printer

Before connecting the scanner and the printer, make sure to:

- Install the communications card in the printer. For more information, see [“Installing a scanner communications card in the printer” on page 29](#).
- Connect the scanner and the printer using the green Ethernet cable. For more information, see [“Attaching cables” on page 53](#).

Communication between the scanner and the printer is disconnected when any of the devices is turned off or when the green Ethernet cable that connects both devices is unplugged. To restore communication between the scanner and the printer:


- 1 Turn on the printer.
- 2 Turn on the scanner.

Note: Communication between the scanner and the printer is restored when **Ready** appears on the scanner display.

Installing a scanner communications card in the printer

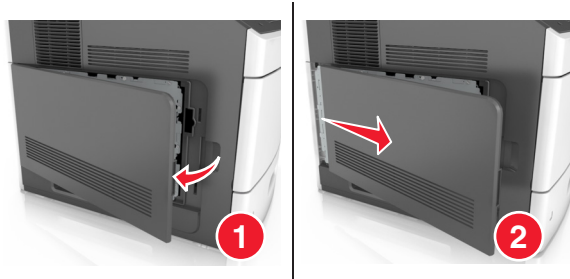
Notes:

- The scanner communications card should be installed only on its designated slot. If an internal memory is installed in this slot, then transfer it to the option slot beside it.
- This task requires a flat-head screwdriver.

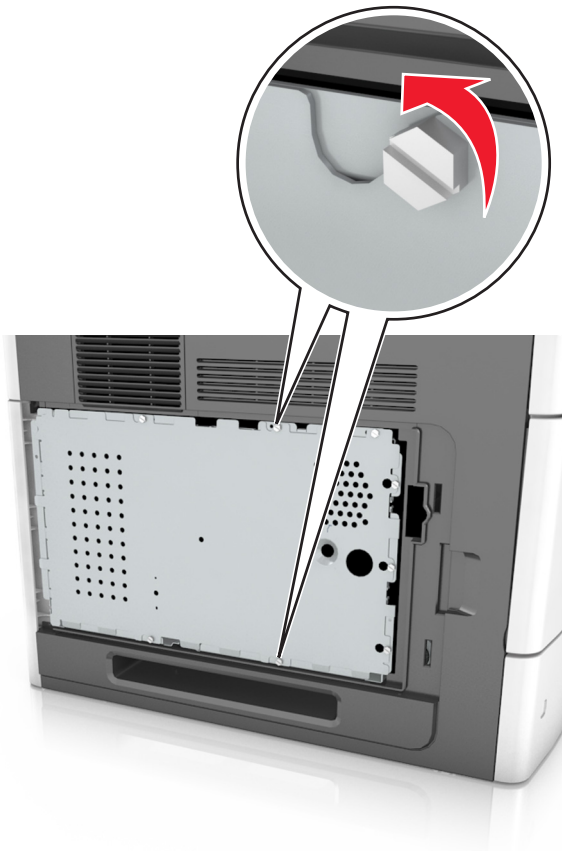
 **CAUTION—SHOCK HAZARD:** If you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

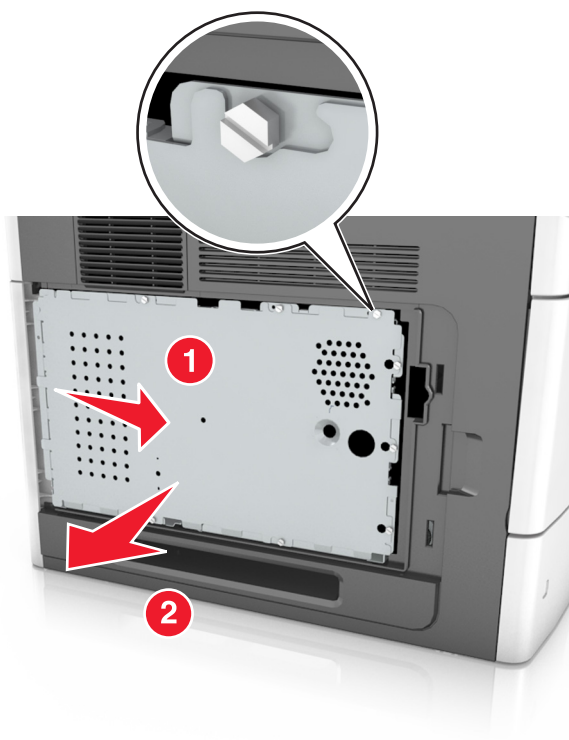
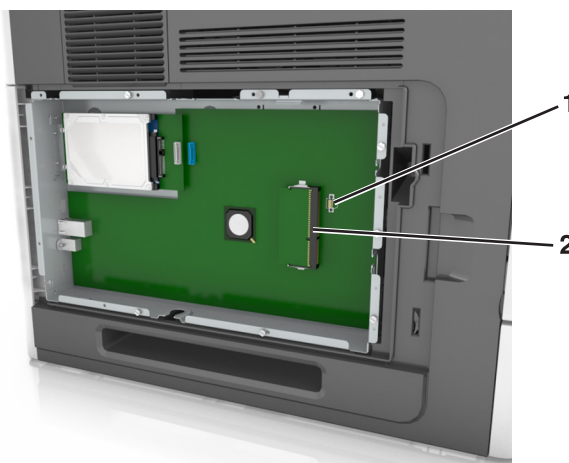
Warning—Potential Damage: Controller board electronic components are easily damaged by static electricity. Touch a metal surface on the printer before touching any controller board electronic components or connectors.

- 1 Remove the controller board access cover.



- 2 Using a flat-head screwdriver, loosen the screws on the controller board shield.

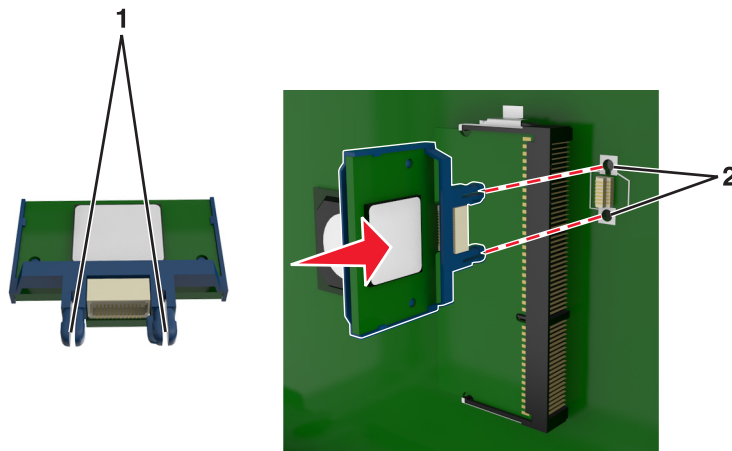


3 Remove the shield.**4** Unpack the scanner communications card, and then locate the connector for the scanner communications card.

1	Scanner communications card connector
2	Memory card connector

Warning—Potential Damage: Avoid touching the connection points along the edge of the card.

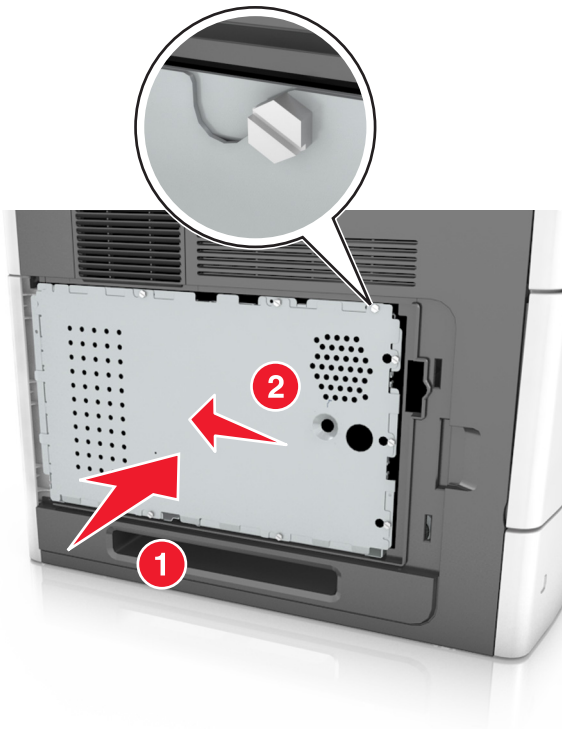
- 5 Holding the card by its sides, align the plastic pins (1) on the card with the holes (2) on the controller board, and then push the card firmly into place.



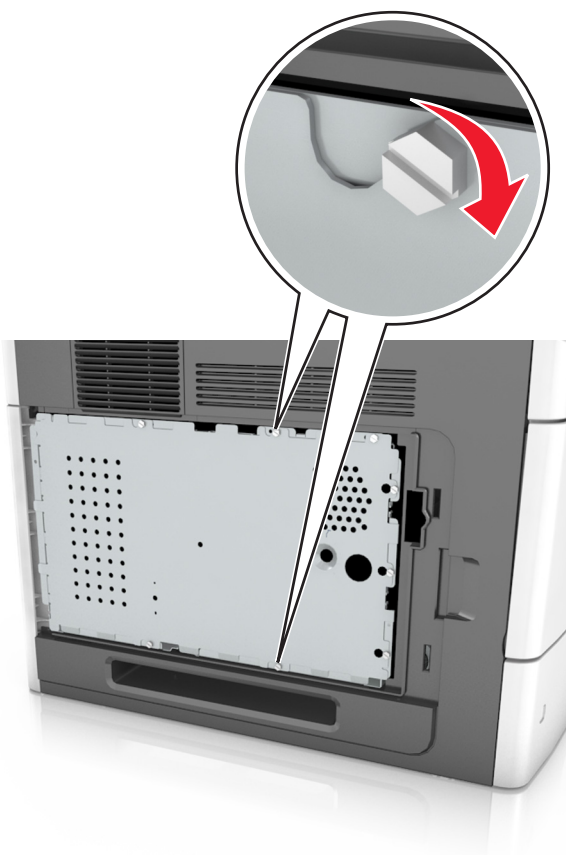
Notes:

- The entire length of the connector on the card must touch and be flush against the controller board.
- Be careful not to damage the connectors.

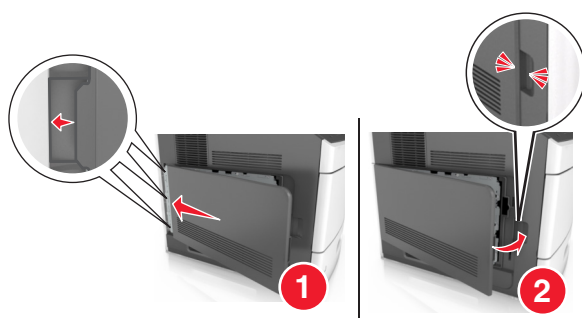
- 6 Align the screws with the holes on the shield, and then reattach the shield.



7 Tighten the screws on the shield.



8 Reattach the access cover.



Installing internal options in the scanner

You can customize your scanner connectivity and memory capacity by adding internal options.


When the printer is connected to the scanner, only the internal options in the scanner function.

Available internal options


- Memory cards
 - DIMM
 - Flash memory
 - Fonts
- Firmware cards
- Lexmark™ Internal Solutions Ports (ISP)

Accessing the system board

Note: This task requires a flat-head screwdriver.

 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the scanner, then turn the scanner off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the scanner, then turn them off as well, and unplug any cables going into the scanner.

1 Move the scan bar to its home position.

- From the home screen, touch  > **Lock Scanner Head.**
- Turn off the scanner and printer.
- Lock the scan bar.

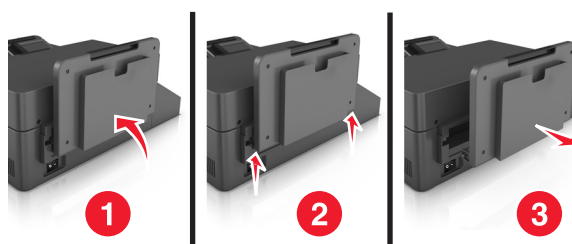


- 2 Tape the scanner cover to secure it in place.

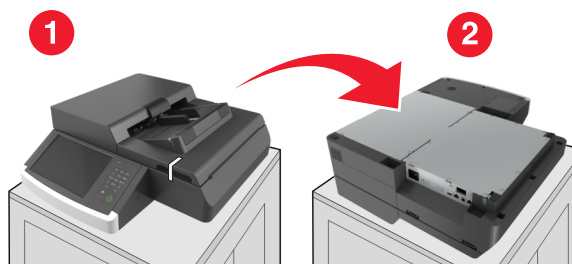


Note: You may use a masking tape.

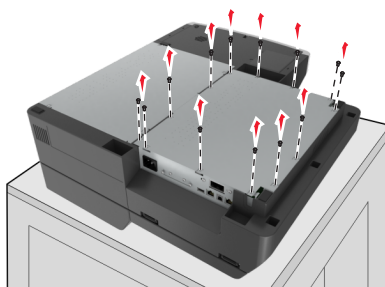
- 3 Remove the exit tray.



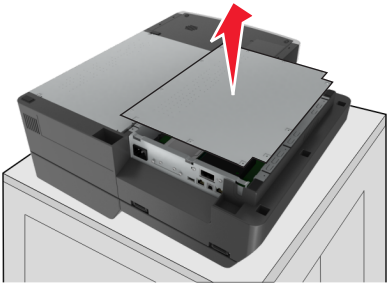
- 4 Turn the scanner upside down on a flat surface.



- 5 Remove all screws from the system board cover.

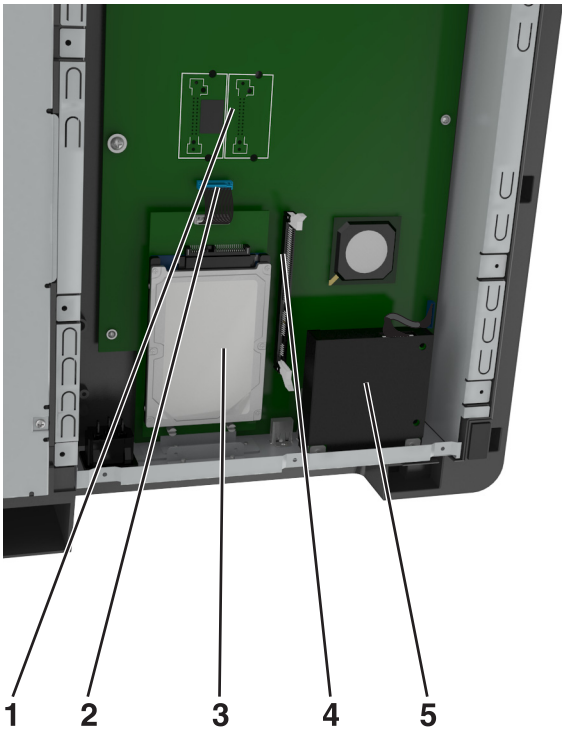


6 Remove the system board cover.



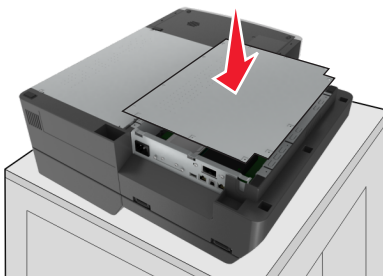
7 Locate the appropriate connector.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the printer before touching any system board electronic components or connectors.

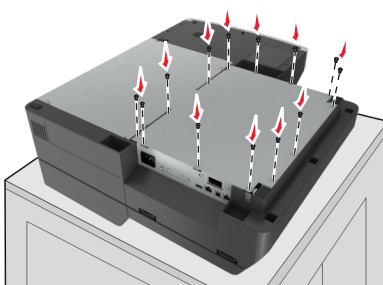


1	Firmware and flash memory card connectors
2	Lexmark Internal Solutions Port or scanner hard disk connector
3	Scanner hard disk*
4	Memory card connector
5	Fax modem*
* The scanner is shipped with one hard disk and one fax modem installed on the system board.	

- 8** Reattach the system board cover.



- 9** Attach all the screws to secure the system board cover.

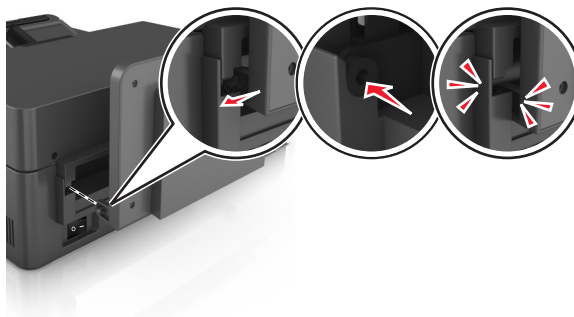


- 10** While holding the scanner cover, turn the scanner right side up.

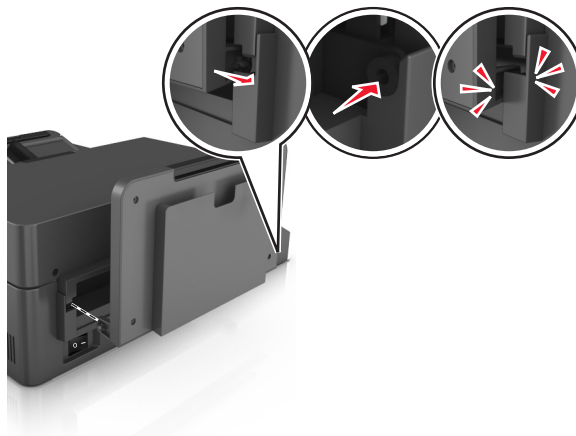


- 11** Reattach the exit tray.

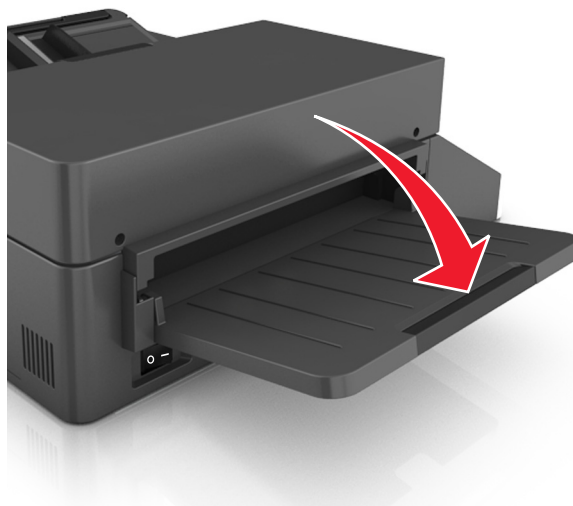
- a** Attach the tray at the rear hinge.



- b** Push down the tray to secure it on the front hinge.




- c** Return the tray to its original position.



Installing an Internal Solutions Port

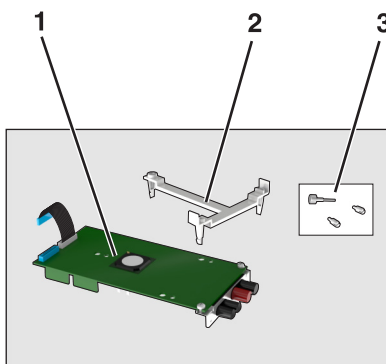
The system board supports one optional Lexmark Internal Solutions Port (ISP). Install an ISP for additional connectivity options.

Note: This task requires a flat-head screwdriver.

 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the scanner, then turn the scanner off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the scanner, then turn them off as well, and unplug any cables going into the scanner.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch a metal surface on the scanner before touching any system board electronic components or connectors.

- 1 Unpack the ISP kit.



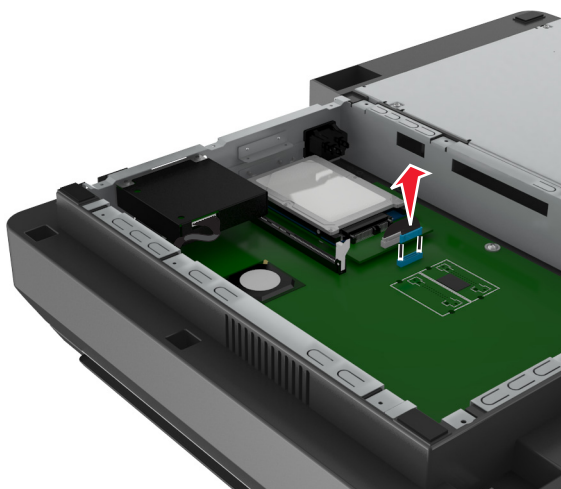
1	ISP
2	Plastic mounting bracket
3	Thumbscrews

- 2 Access the system board. For more information, see [“Accessing the system board” on page 34](#).

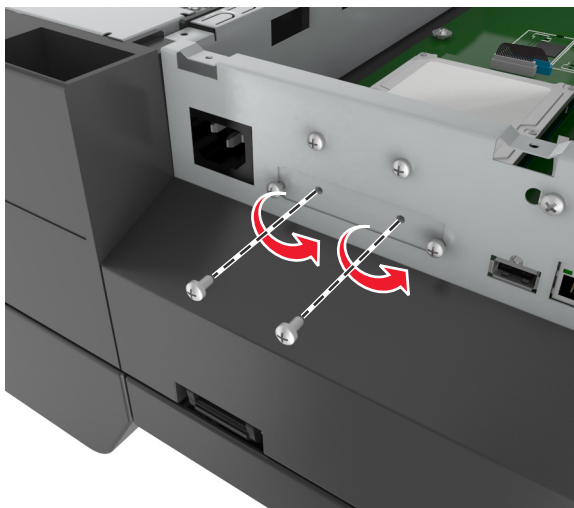
- 3 Remove the scanner hard disk.

Note: The hard disk must be removed first before installing an ISP.

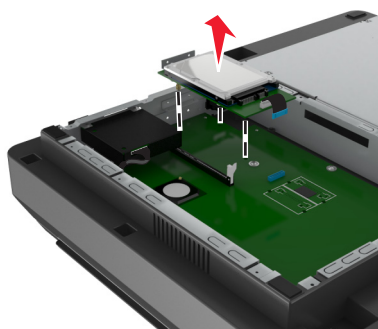
- a Unplug the hard disk interface cable from the system board.



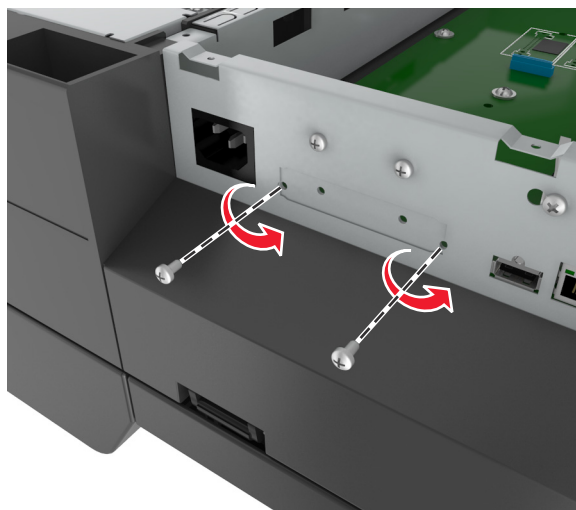
- b** Remove the screws that secure the hard disk in place.



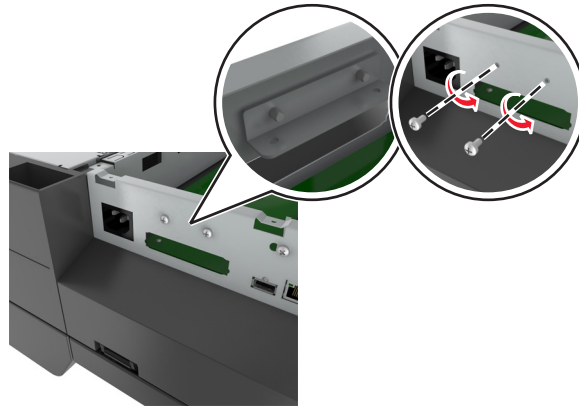
- c** Remove the hard disk by pulling it upward to unseat the standoffs.



- 4** Remove the metal cover from the ISP opening.

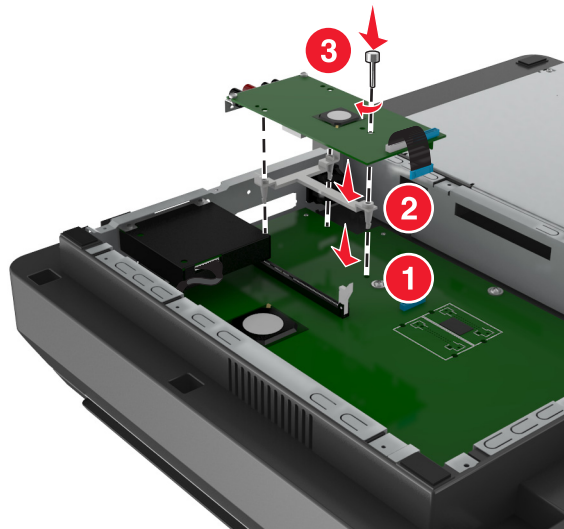


- 5 Remove the small bracket from the system board cage.

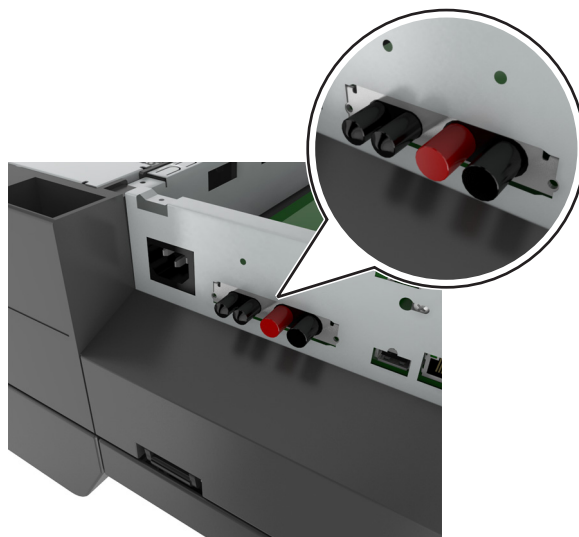


Note: Do not discard the screws. These will be used in [step 12](#).

- 6 Install the ISP in the same location where the hard disk was located on the system board.
- Align the posts of the plastic mounting bracket with the holes on the system board cage, and then press the bracket on the cage until it *clicks* into place.
 - Install the ISP on the bracket.
 - Use the provided thumbscrew for the ISP to attach the bracket to the ISP.



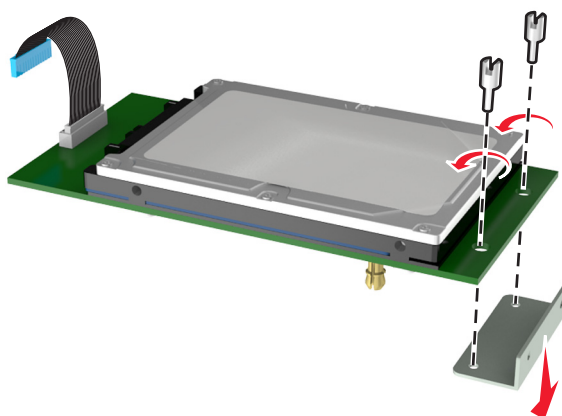
Note: Make sure the screws of the ISP are accessible through the ISP opening.



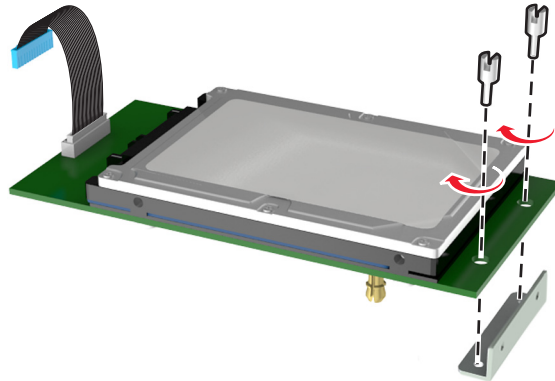
7 Insert the plug of the ISP interface cable into the connector of the system board.



8 Remove the thumbscrews that attach the hard disk mounting bracket to the hard disk, and then remove the bracket.



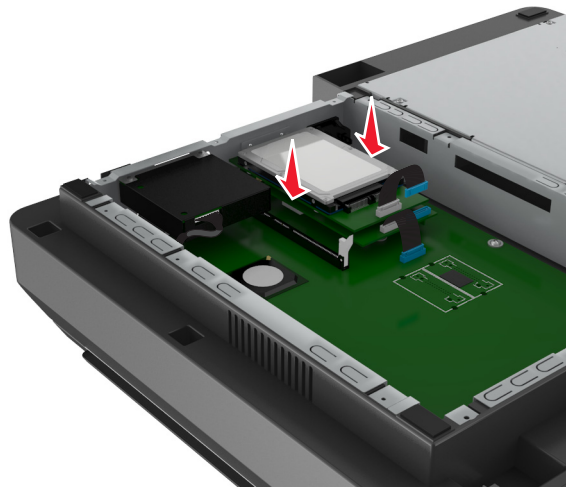
9 Attach the small bracket to the hard disk.



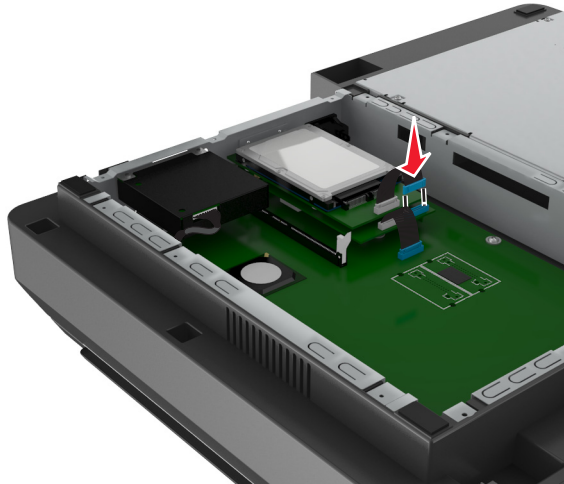
Notes:

- Use the small bracket that was removed from the system board cage in [step 5](#).
- Use the thumbscrews that were removed in [step 8](#) to attach the bracket to the hard disk.

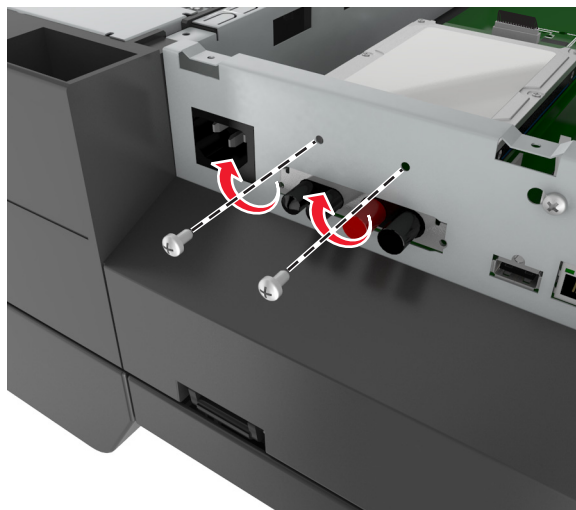
10 Align the standoffs of the hard disk with the holes on the ISP, and then press down the hard disk until the standoffs *click* into place.



- 11** Insert the plug of the hard disk interface cable into the connector on the ISP.

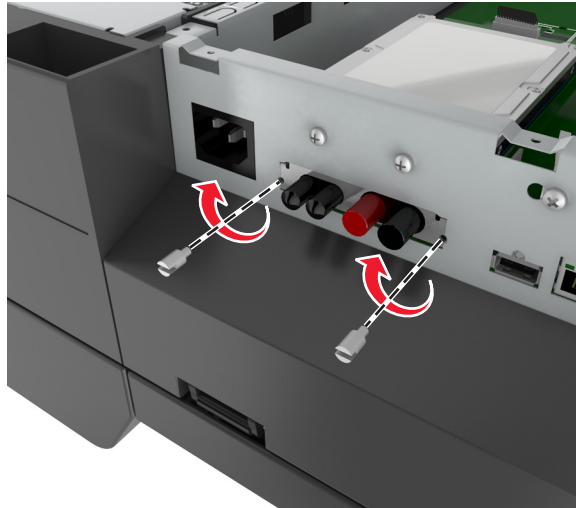


- 12** Secure the hard disk to the system board cage.



Note: Use the thumbscrews that were removed in [step 5](#) to attach the hard disk to the cage.

- 13** Secure the ISP to the cage using the screws that came with the ISP kit.



Note: The screws will pass through the clearance hole of the cage and will attach to the bracket of the ISP.

- 14** Reattach the system board cover.

Installing an optional card

Notes:

- The optional card should be installed only on the slot designated for the scanner communications card.
- Installing an optional card restores the factory default settings. If you want to retain a list of the current menu settings for reference, then print a menu settings page. For more information, see [“Printing a menu settings page” on page 60](#).

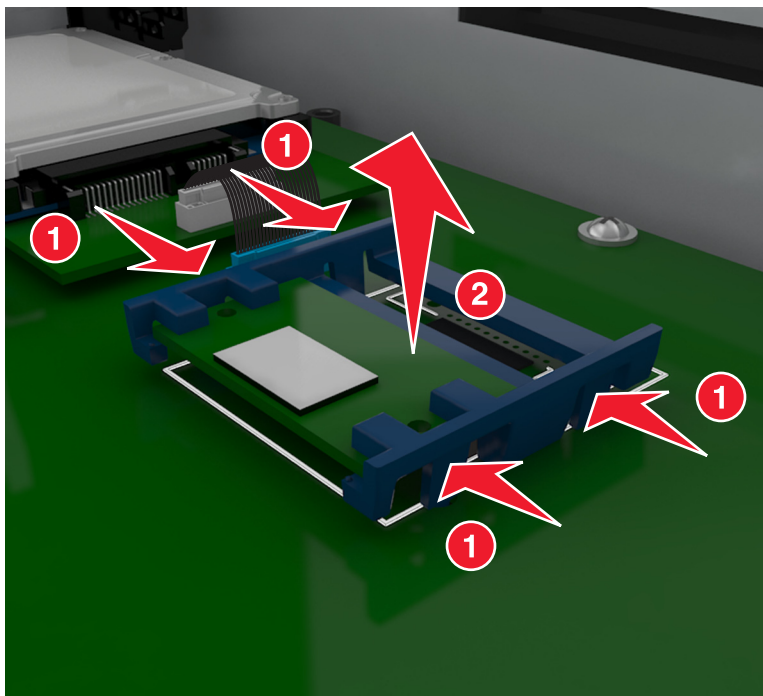
⚠ CAUTION—SHOCK HAZARD: If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the scanner, then turn the scanner off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the scanner, then turn them off as well, and unplug any cables going into the scanner.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch a metal surface on the scanner before touching any system board electronic components or connectors.

- 1 Access the scanner system board.

For more information, see [“Accessing the system board” on page 34.](#)

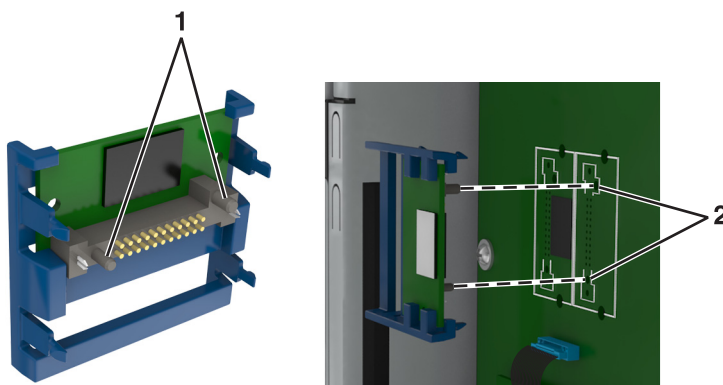
- 2 Squeeze the clips, and then lift the bracket to remove the scanner communications card.



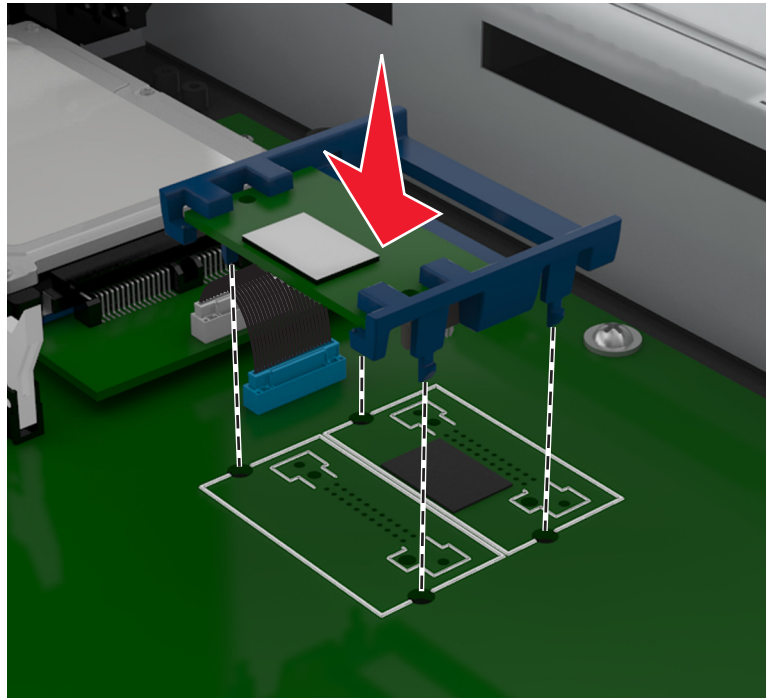
- 3 Unpack the optional card.

Warning—Potential Damage: Avoid touching the connection points along the edge of the card.

- 4 Holding the card by its sides, align the plastic pins (1) on the card with the holes (2) on the system board.



- 5 Push the card firmly into place as shown in the illustration.




Warning—Potential Damage: Improper installation of the card may cause damage to the card and to the system board.

Note: The entire length of the connector on the card must touch and be flush against the system board.

- 6 Reattach the system board shield.

Installing a memory card

 **CAUTION—SHOCK HAZARD:** If you are accessing the system board or installing optional hardware or memory devices sometime after setting up the scanner, then turn the scanner off, and unplug the power cord from the wall outlet before continuing. If you have any other devices attached to the scanner, then turn them off as well, and unplug any cables going into the scanner.

Warning—Potential Damage: System board electronic components are easily damaged by static electricity. Touch something metal on the scanner before touching any system board electronic components or connectors.

An optional memory card can be purchased separately and attached to the system board.

- 1 Access the system board.

For more information, see [“Accessing the system board” on page 34](#).

Note: This task requires a flathead screwdriver.

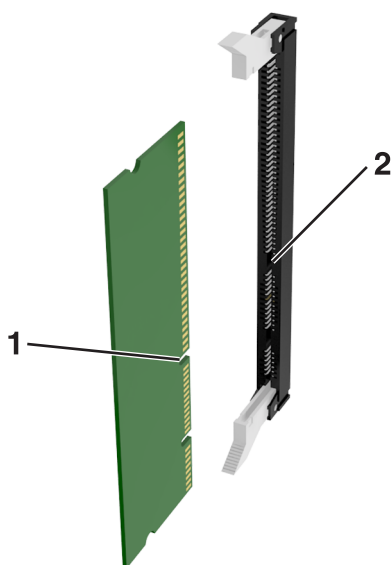
- 2 Unpack the memory card.

Note: Avoid touching the connection points along the edge of the card.

- 3** On the system board, open the memory card connector latches.

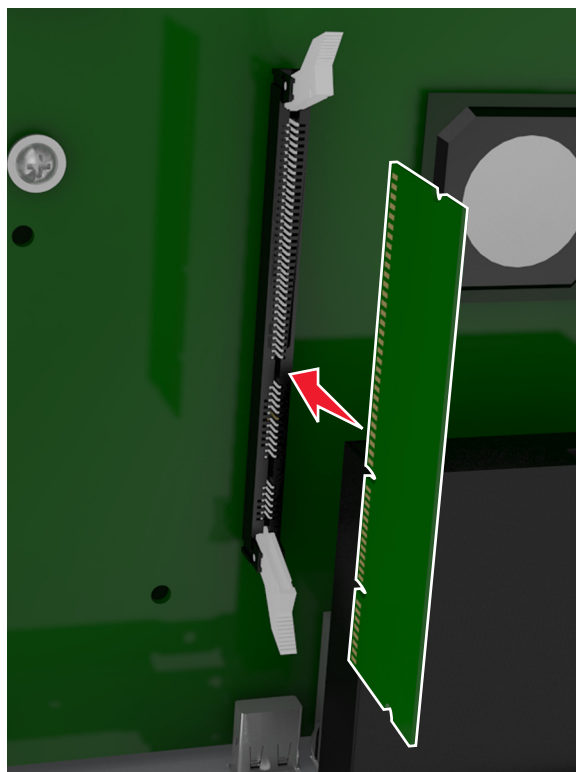


- 4** Align the notches on the memory card to the ridges on the connector.



1	Notch
2	Ridge

- 5 Push the memory card straight into the connector until it *clicks* into place.



- 6 Reattach the system board cover.

Installing hardware options

Order of installation

- CAUTION—POTENTIAL INJURY:** The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.
- CAUTION—SHOCK HAZARD:** If you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.
- CAUTION—TIPPING HAZARD:** Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using multiple input options. If you purchased a printer with a similar configuration, then you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.

Install the printer and any hardware options you have purchased in the following order:

- Caster base
- 2100-sheet tray or spacer
- Optional 550- or 250-sheet tray
- Printer

For more information on installing a caster base, optional 550- or 250-sheet tray, spacer, or 2100-sheet tray, see the setup sheet that came with the option.

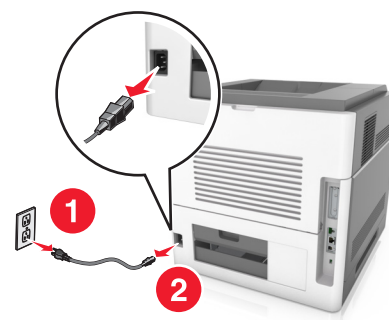
Installing optional trays

CAUTION—POTENTIAL INJURY: The printer weight is greater than 18 kg (40 lb) and requires two or more trained personnel to lift it safely.

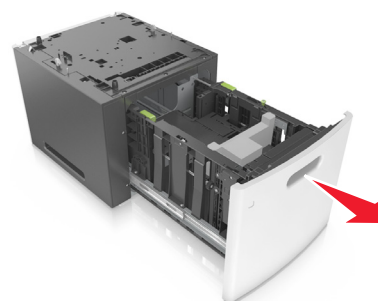
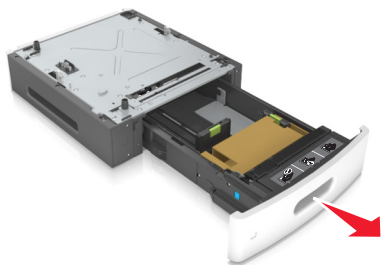
CAUTION—SHOCK HAZARD: If you are accessing the controller board or installing optional hardware or memory devices sometime after setting up the printer, then turn the printer off, and unplug the power cord from the electrical outlet before continuing. If you have any other devices attached to the printer, then turn them off as well, and unplug any cables going into the printer.

CAUTION—TIPPING HAZARD: Floor-mounted configurations require additional furniture for stability. You must use either a printer stand or printer base if you are using multiple input options. If you purchased a printer with a similar configuration, then you may need additional furniture. For more information, see www.lexmark.com/multifunctionprinters.

- 1 Turn off the printer using the power switch, and then unplug the power cord from the electrical outlet.

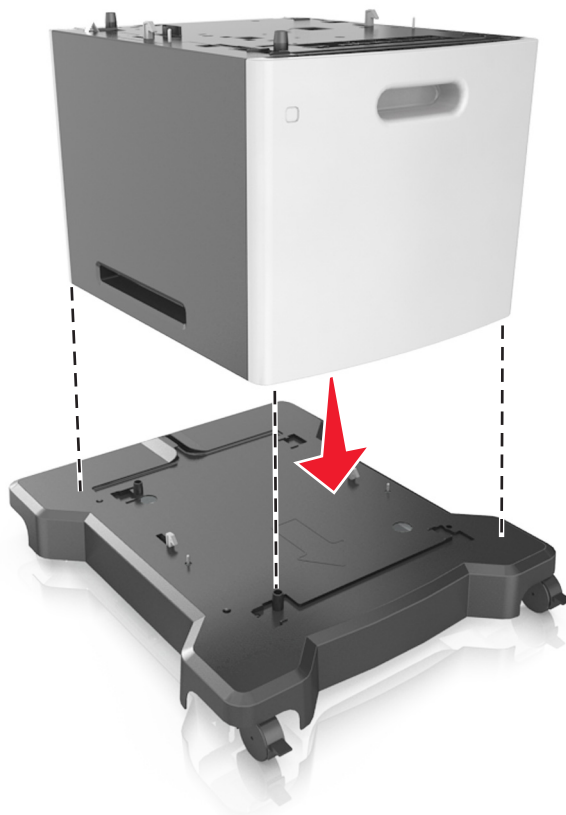


- 2 Unpack the optional tray, and then remove all packing material.
- 3 Pull out the tray completely from the base.



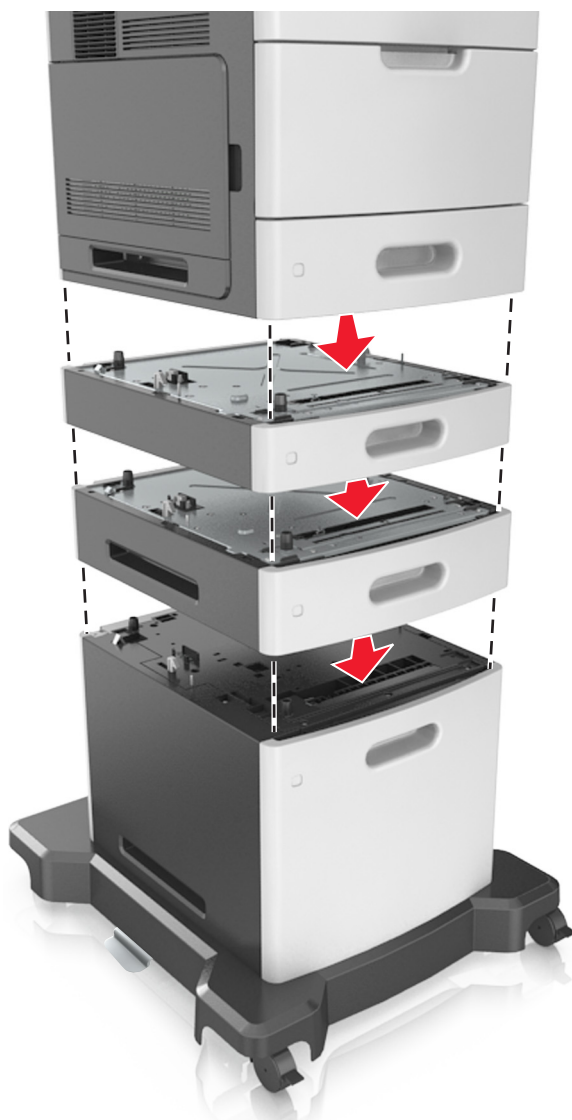
- 4 Remove any packing material from inside the tray.
- 5 Insert the tray into the base.
- 6 Place the tray near the printer.
- 7 Align the optional tray with the caster base.

Note: Make sure to lock the wheels of the caster base to secure the printer.



8 Align the printer with the tray, and then slowly lower the printer into place.

Note: Optional trays lock together when stacked.



- 9 Connect the power cord to the printer, then to a properly grounded electrical outlet, and then turn on the printer.



Note: When the printer software and any optional trays are installed, you may need to manually add the options in the printer driver to make them available for print jobs. For more information, see [“Adding available options in the print driver” on page 56](#).

To uninstall the optional trays, slide the latch on the right side of the printer toward the front of the printer until it *clicks* into place, and then remove stacked trays one at a time from the top to the bottom.

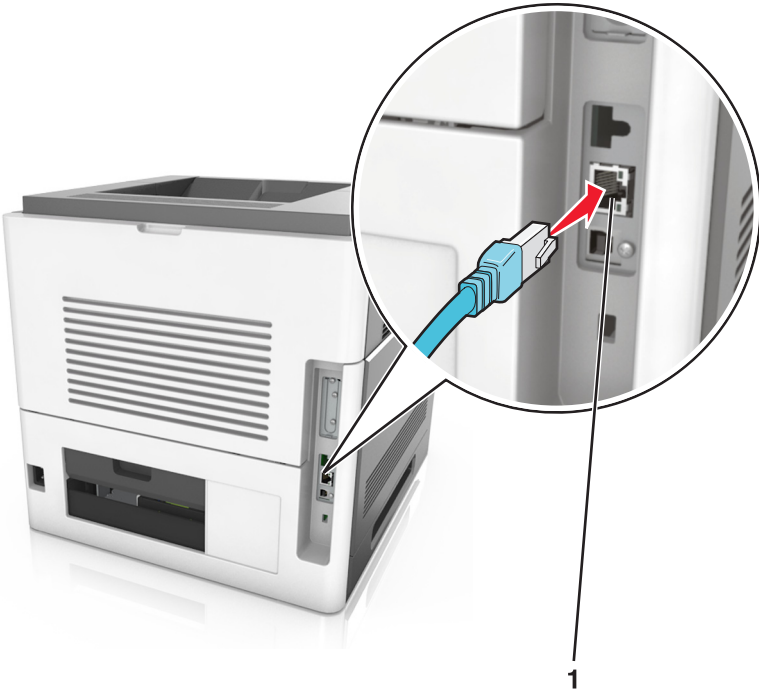
Attaching cables

⚠ CAUTION—POTENTIAL INJURY: Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

Connect the scanner to the computer using a USB cable or to the network using an Ethernet cable.

Make sure to match the following:

- The USB symbol on the cable with the USB symbol on the printer
- The appropriate Ethernet cable to the Ethernet port



	Use the	To
1	Ethernet port	Connect the printer to the scanner.

Make sure to connect the scanner to the printer using the green Ethernet cable.



	Use the	To
1	USB ports	Attach an optional wireless network adapter, or connect the scanner to a computer.
2	Ethernet port	Connect the scanner to a network.
3	Ethernet port	Connect the scanner to the printer.

Warning—Potential Damage: Do not touch the USB cable, any wireless network adapter, or the printer in the area shown while actively printing. Loss of data or a malfunction can occur.

Organizing cables

Attach the Ethernet cable and power cord, and then neatly tuck the cables in the channels at the back of the printer.



Setting up the scanner software

Installing the scanner

- 1 Obtain a copy of the software installer package.
- 2 Run the installer, and then follow the instructions on the computer screen.

3 For Macintosh users, add the scanner:

- a** From System Preferences in the Apple menu, navigate to the list of scanners, and then select **+ > IP**.
- b** Type the scanner IP address in the address field.

Note: Obtain the scanner IP address from the TCP/IP section in the Network/Ports menu.

- c** Apply the changes.

Adding available options in the print driver

For Windows users

- 1** Open the printers folder, and then select your printer.
- 2** Open the printer properties, and then add or manually install any options.
- 3** Apply the changes.

For Macintosh users

- 1** From System Preferences in the Apple menu, navigate to your printer, and then select **Options & Supplies > Driver**.
- 2** Add any installed hardware options.
- 3** Apply the changes.

Networking

Notes:

- Purchase a MarkNet™ N8350 wireless network adapter first before setting up the printer on a wireless network.
- A Service Set Identifier (SSID) is a name assigned to a wireless network. Wired Equivalent Privacy (WEP), Wi-Fi Protected Access (WPA), and WPA2 are types of security used on a network.

Preparing to set up the scanner on an Ethernet network

Note: If your network automatically assigns IP addresses to computers and other devices, continue on to installing the scanner.

To configure your scanner to connect to an Ethernet network, organize the following information before you begin:

- A valid, unique IP address for the scanner to use on the network
- The network gateway
- The network mask
- A nickname for the scanner (optional)

Note: A scanner nickname makes it easier for you to identify your scanner on the network. You can choose to use the default scanner nickname, or you can assign a name that is easier to remember.

You will need an Ethernet cable to connect the scanner to the network and an available port where the scanner can physically connect to the network. Use a new network cable when possible to avoid potential problems caused by a damaged cable.

Preparing to set up the scanner on a wireless network

Notes:

- Make sure your access point (wireless router) is turned on and is working properly.
- Do not connect the installation or network cables until prompted to do so by the setup software.

Make sure you have the following information before setting up the scanner on a wireless network:

- **SSID**—The SSID is also referred to as the network name.
- **Wireless Mode (or Network Mode)**—The mode is either infrastructure or ad hoc.
- **Channel (for ad hoc networks)**—The channel defaults to automatic for infrastructure networks.

Some ad hoc networks will also require the automatic setting. Check with your system support person if you are not sure which channel to select.

- **Security Method**—There are four basic options for Security Method:
 - WEP key
If your network uses more than one WEP key, then enter up to four in the provided spaces. Select the key currently in use on the network by selecting the default WEP transmit key.
 - WPA or WPA2 preshared key or passphrase
WPA includes encryption as an additional layer of security. The choices are AES or TKIP. Encryption must be set for the same type on the router and on the scanner, or the scanner will not be able to communicate on the network.
 - 802.1X—RADIUS
If you are installing the scanner on an 802.1X network, then you may need the following:
 - Authentication type
 - Inner authentication type
 - 802.1X user name and password
 - Certificates
 - No security
If your wireless network does not use any type of security, then you will not have any security information.
Note: We do not recommend using an unsecured wireless network.

Notes:

- If you do not know the SSID of the network that your computer is connected to, then launch the wireless utility of the computer network adapter, and then look for the network name. If you cannot find the SSID or the security information for your network, then see the documentation that came with the access point or contact your system support person.
- To find the WPA/WPA2 preshared key or passphrase for the wireless network, see the documentation that came with the access point, see the Embedded Web Server associated with the access point, or consult your system support person.

Connecting the scanner using the Wireless Setup Wizard

Before you begin, make sure that:

- A wireless network adapter is installed in the scanner and is working properly. For more information, see the instruction sheet that came with the wireless network adapter.
- An Ethernet cable is disconnected from the scanner.
- Active NIC is set to Auto. To set this to Auto, navigate to:



> **Network/Ports** > **Active NIC** > **Auto** > **Submit**

Note: Make sure to turn off the scanner, then wait for at least five seconds, and then turn the scanner back on.

- 1 From the scanner control panel, navigate to:



> **Network/Ports** > **Network [x]** > **Network [x] Setup** > **Wireless** > **Wireless Connection Setup**

- 2 Select a wireless connection setup.

Use	To
Search for networks	Show available wireless connections. Note: This menu item shows all broadcast secured or unsecured SSIDs.
Enter a network name	Manually type the SSID. Note: Make sure to type the correct SSID.
Wi-Fi Protected Setup	Connect the scanner to a wireless network using Wi-Fi Protected Setup.

- 3 Follow the instructions on the scanner display.

Connecting the scanner to a wireless network using Wi-Fi Protected Setup

Before you begin, make sure that:

- The access point (wireless router) is Wi-Fi Protected Setup (WPS) certified or WPS-compatible. For more information, see the documentation that came with your access point.
- A wireless network adapter installed in your scanner is attached and working properly. For more information, see the instruction sheet that came with the wireless network adapter.

Using the Push Button Configuration method

- 1 From the scanner control panel, navigate to:



> **Network/Ports** > **Network [x]** > **Network [x] Setup** > **Wireless** > **Wireless Connection Setup** > **Wi-Fi Protected Setup** > **Start Push Button Method**

- 2 Follow the instructions on the scanner display.

Using the Personal Identification Number (PIN) method

- 1 From the scanner control panel, navigate to:



> **Network/Ports** > **Network [x]** > **Network [x] Setup** > **Wireless** > **Wireless Connection Setup** > **Wi-Fi Protected Setup** > **Start PIN Method**

- 2 Copy the eight-digit WPS PIN.

3 Open a Web browser, and then type the IP address of your access point in the address field.

Notes:

- The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

4 Access the WPS settings. For more information, see the documentation that came with your access point.

5 Enter the eight-digit PIN, and then save the setting.

Connecting the scanner to a wireless network using the Embedded Web Server

Before you begin, make sure that:

- Your scanner is connected temporarily to an Ethernet network.
- A wireless network adapter is installed in your scanner and is working properly. For more information, see the instruction sheet that came with the wireless network adapter.

1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner control panel. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings > Network/Ports > Wireless**.

3 Modify the settings to match the settings of your access point (wireless router).

Note: Make sure to enter the correct SSID, security method, preshared key or passphrase, network mode, and channel.

4 Click **Submit**.

5 Turn off the scanner, and then disconnect the Ethernet cable. Wait for at least five seconds, and then turn on the scanner.

6 To verify if your scanner is connected to the network, print a network setup page. In the Network Card [x] section, see if the status is Connected.

Changing port settings after installing a new network ISP

Notes:

- If the printer has a static IP address, then you do not need to make any changes.
- If the computers are configured to use the network name, instead of an IP address, then you do not need to make any changes.
- If you are adding a wireless ISP to a printer previously configured for an Ethernet connection, then make sure the printer is disconnected from the Ethernet network.

For Windows users

1 Open the printers folder.

2 From the shortcut menu of the printer with the new ISP, open the printer properties.

- 3 Configure the port from the list.
- 4 Update the IP address.
- 5 Apply the changes.

For Macintosh users

- 1 From System Preferences in the Apple menu, navigate to the list of printers, and then select **+ > IP**.
- 2 Type the IP address in the address field.
- 3 Apply the changes.

Setting up serial printing

Use serial printing when the computer is far from the printer. After installing the serial or communication (COM) port, configure the printer and the computer.

Note: Serial printing reduces print speed.

- 1 Set the parameters in the printer.
 - a From the control panel, navigate to the menu for the port settings.
 - b Locate the menu for the serial port settings, and then adjust the settings, if necessary.
 - c Save the settings.
- 2 From your computer, open the printers folder, and then select your printer.
- 3 Open the printer properties, and then select the COM port from the list.
- 4 Set the COM port parameters in Device Manager.

Use the Run dialog box to open the command prompt, and then type `devmgmt.msc`.

Verifying printer setup

When all hardware and software options are installed and the printer is turned on, verify that the printer is set up correctly by printing the following:

- **Menu settings page**—Use this page to verify that all printer options are installed correctly. A list of installed options appears toward the bottom of the page. If an option you installed is not listed, then it is not installed correctly. Remove the option and install it again.
- **Network setup page**—If your printer has Ethernet or wireless capability and is attached to a network, then print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

Printing a menu settings page

From the home screen, navigate to:



> Reports > Menu Settings Page

Printing a network setup page

If the printer is attached to a network, then print a network setup page to verify the network connection. This page also provides important information that aids network printing configuration.

- 1 From the home screen, navigate to:



> **Reports > Network Setup Page**

- 2 Check the first section of the network setup page, and confirm that the status is **Connected**.

If the status is **Not Connected**, then the LAN drop may not be active, or the network cable may be malfunctioning. Consult a system support person for a solution, and then print another network setup page.

Loading paper and specialty media

Setting the paper size and type

From the home screen navigate to:



> **Paper Menu** > **Paper Size/Type** > select a tray > select the paper size or type > **Submit**

Configuring Universal paper settings

Universal paper size is a user-defined setting that lets you print on paper sizes that are not preset in the printer menus.

Notes:

- The smallest supported Universal size is 70 x 127 mm (2.76 x 5 inches) for one-sided printing and 105 x 148 mm (4.13 x 5.83 inches) for two-sided (duplex) printing.
- The largest supported Universal size is 216 x 356 mm (8.5 x 14 inches) for one-sided and two-sided printing.
- When printing on paper less than 210 mm (8.3 inches) wide, the printer may print at a reduced speed after a period of time to ensure the best print performance.
- If you regularly print large jobs on narrow paper, then you may use the MS710 Series printer models, which print batches of 10 or more pages of narrow paper at a faster speed. For more information on the MS710 Series printer models, contact your Lexmark sales representative.

1 From the home screen, navigate to:



> **Paper Menu** > **Universal Setup** > **Units of Measure** > select a unit of measure

2 Touch **Portrait Width** or **Portrait Height**.

3 Select the width or height, and then touch **Submit**.

Loading the 550-sheet tray

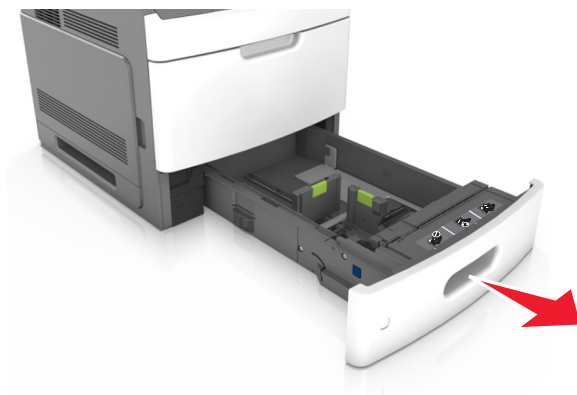


CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

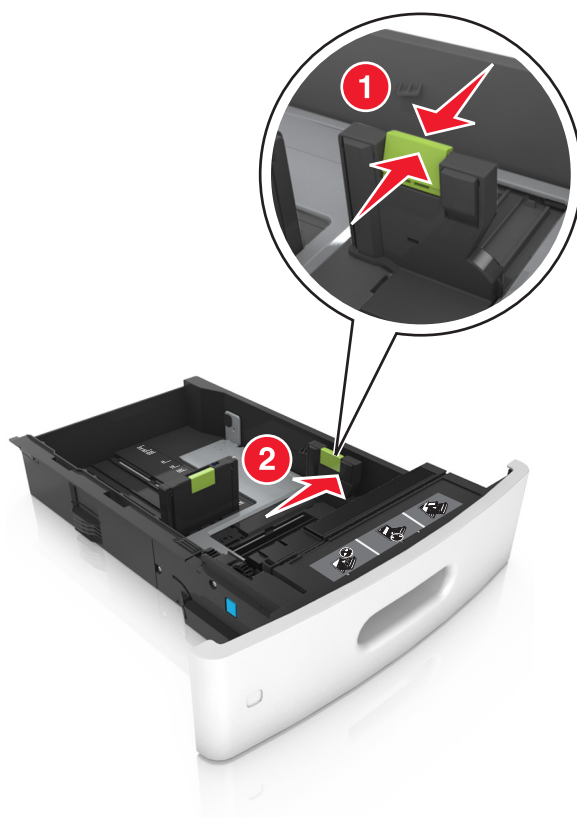
1 Pull out the tray.

Notes:

- When loading folio-, legal-, or Oficio-size paper, lift the tray slightly and pull it out completely.
- Avoid removing trays while a job prints or while **Busy** appears on the scanner display. Doing so may cause a jam.



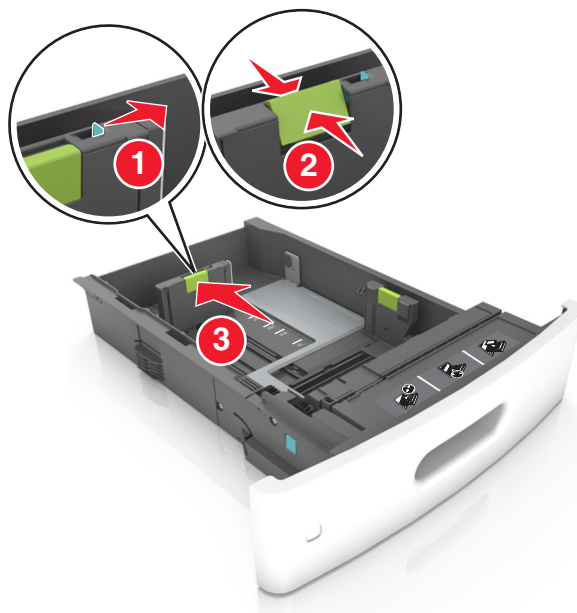
- 2** Squeeze, and then slide the width guide to the correct position for the size of the paper being loaded until it *clicks* into place.



Note: Use the paper size indicators at the bottom of the tray to help position the guides.



- 3** Unlock the length guide, then squeeze, and then slide the guide to the correct position for the size of the paper being loaded.

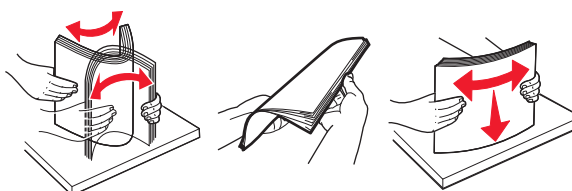


Notes:

- Lock the length guide for all paper sizes.
- Use the paper size indicators at the bottom of the tray to help position the guides.



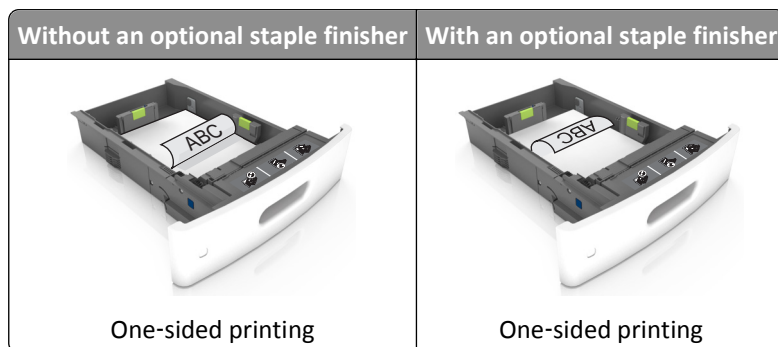
- 4 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.

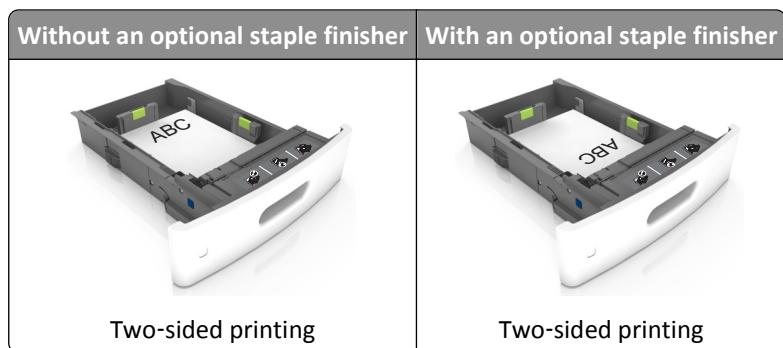


- 5 Load the paper stack with the printable side facedown.

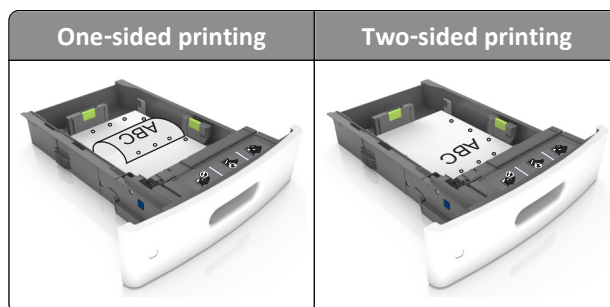
Note: Make sure the paper or envelope is loaded properly.

- There are different ways for loading letterhead depending on whether an optional staple finisher is installed or not.



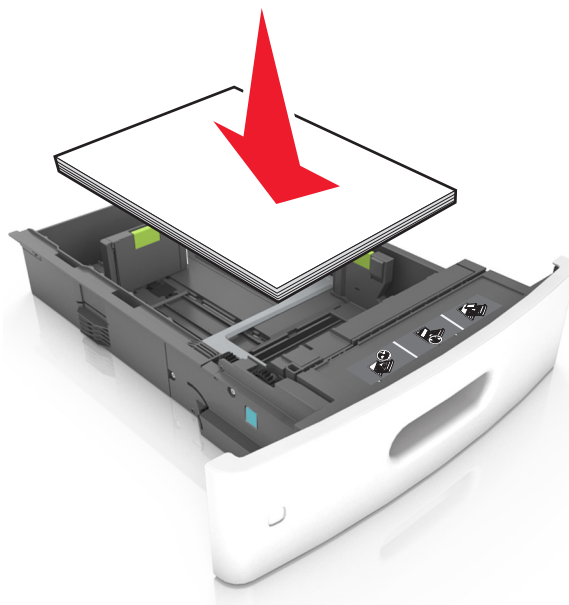


- If you are loading prepunched paper for use with the staple finisher, then make sure the holes on the long edge of the paper are on the right side of the tray.

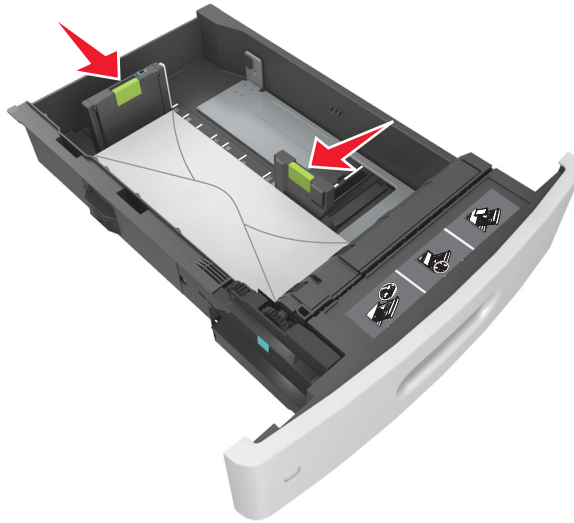


Note: If the holes on the long edge of the paper are on the left side of the tray, then a jam may occur.

- Do not slide the paper into the tray. Load paper as shown in the illustration.



- If you are loading envelopes, then make sure that the flap side is facing up and the envelopes are on the left side of the tray.

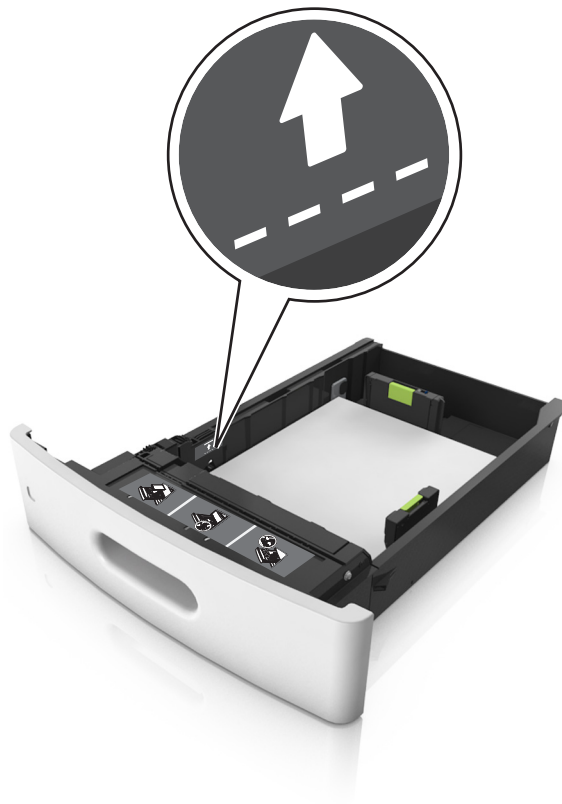


- Make sure the paper is below the solid line, which is the maximum paper fill indicator.



Warning—Potential Damage: Overfilling the tray can cause paper jams.

- When using card stock, labels, or other types of specialty media, make sure the paper is below the dashed line, which is the alternate paper fill indicator.



6 For custom- or Universal-size paper, adjust the paper guides to lightly touch the sides of the stack, and then lock the length guide.

7 Insert the tray.



8 From the scanner control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the tray.

Note: Set the correct paper size and type to avoid paper jams and print quality problems.

Loading the 2100-sheet tray

⚠ CAUTION—POTENTIAL INJURY: To reduce the risk of equipment instability, load each tray separately. Keep all other trays closed until needed.

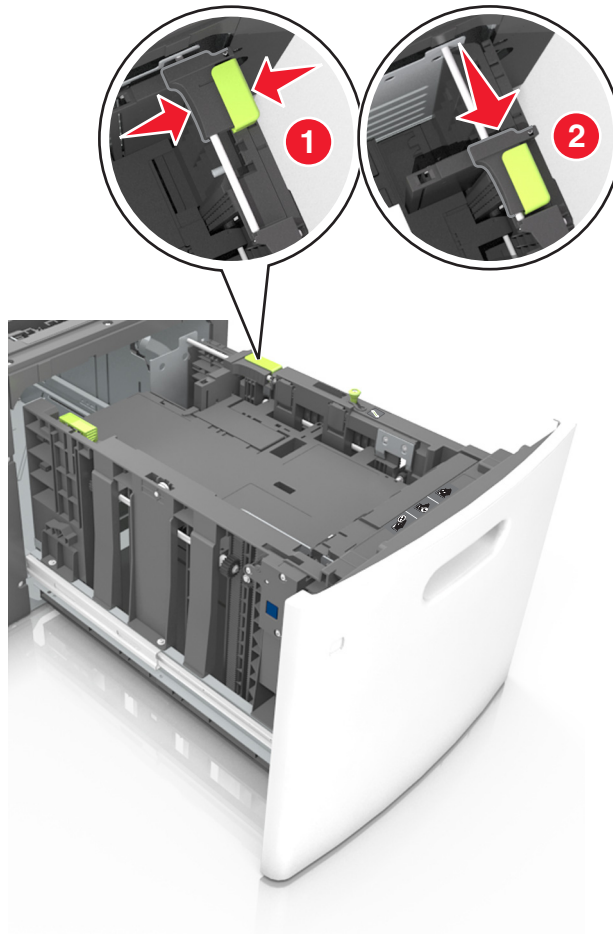
- 1 Pull out the tray.
- 2 Adjust the width and length guides.

Loading A5-size paper

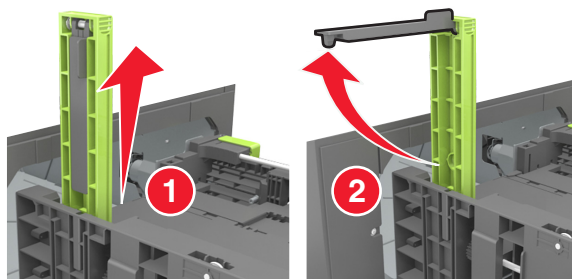
- a Pull up and slide the width guide to the position for A5.



- b** Squeeze and slide the length guide to the position for A5 until it *clicks* into place.

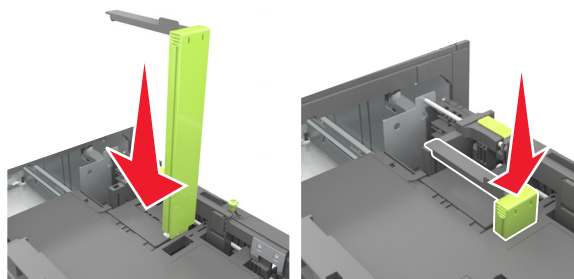


- c** Remove the A5 length guide from its holder.

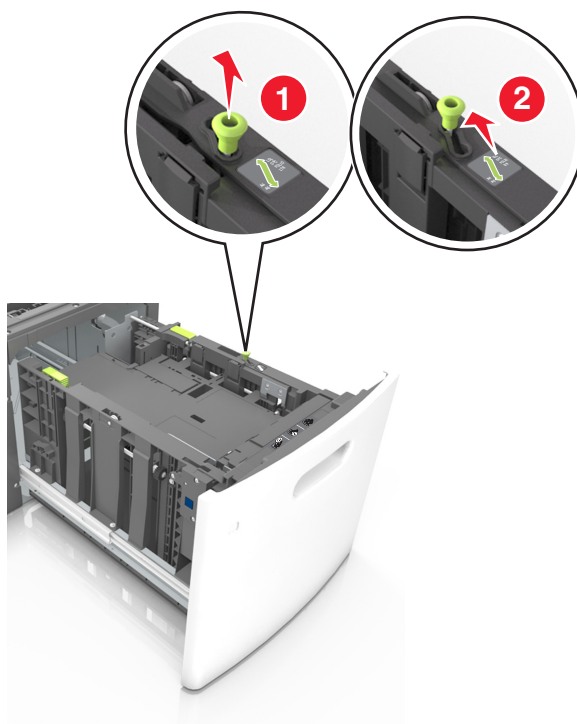


- d** Insert the A5 length guide into its designated slot.

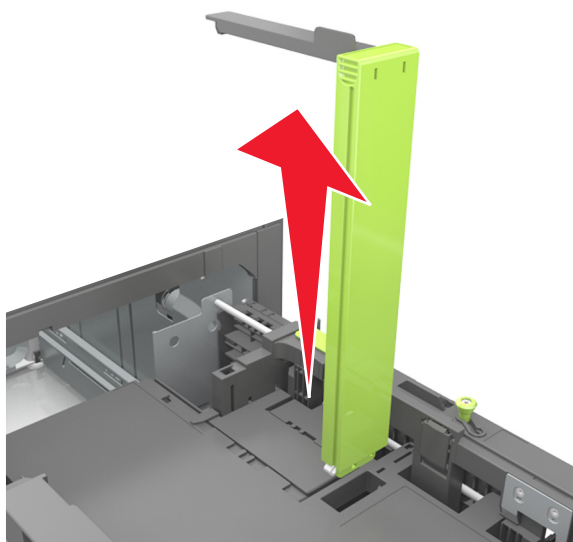
Note: Press the A5 length guide until it *clicks* into place.

**Loading A4-, letter-, legal-, oficio-, and folio-size paper**

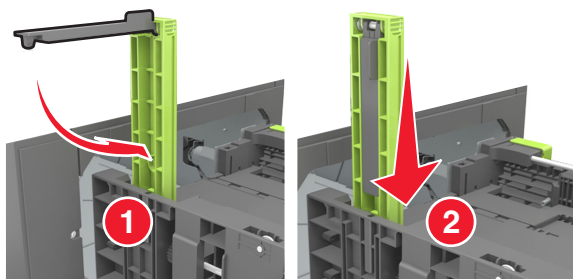
- a** Pull up and slide the width guide to the correct position for the size of the paper being loaded.



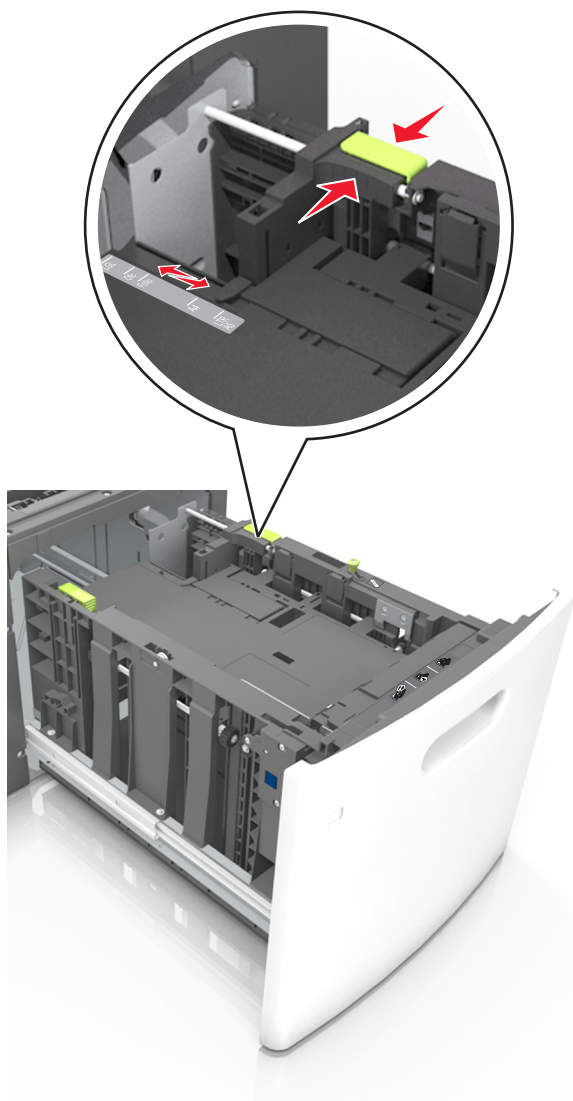
- b** If the A5 length guide is still attached to the length guide, then remove it from its place. If the A5 length guide is not attached, then proceed to step d.



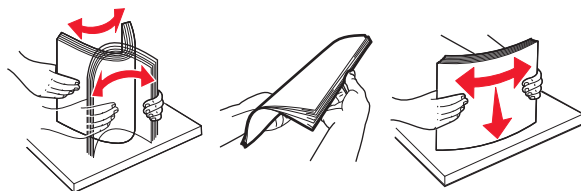
- c** Put the A5 length guide in its holder.



- d** Squeeze the length guide and slide it to the correct position for the size of the paper being loaded until it *clicks* into place.







- 3** Flex the sheets back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



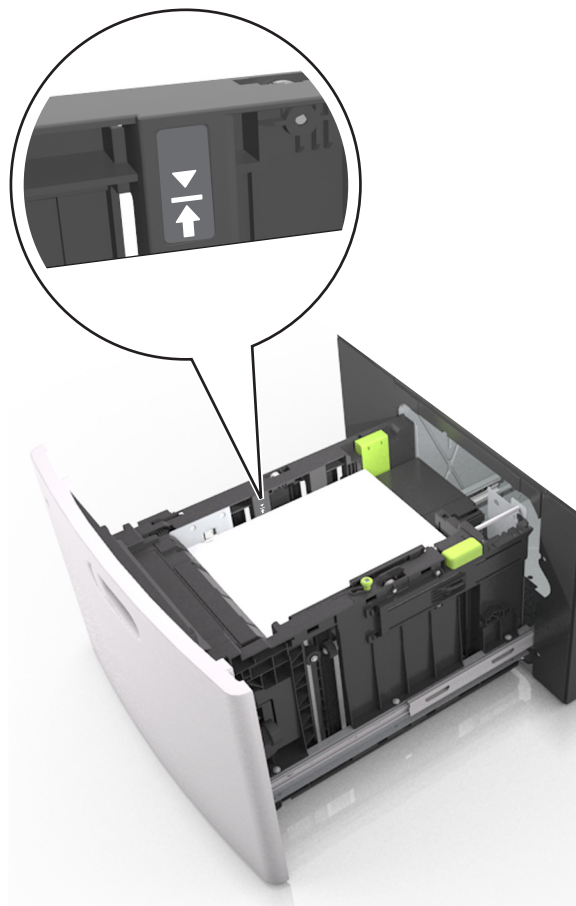
- 4** Load the paper stack with the printable side facedown.

Note: Make sure the paper is loaded properly.

- There are different ways for loading letterhead depending on whether an optional staple finisher is installed or not.

Without an optional staple finisher	With an optional staple finisher
 <p data-bbox="565 625 771 657">One-sided printing</p>	 <p data-bbox="950 625 1156 657">One-sided printing</p>
 <p data-bbox="565 1014 771 1045">Two-sided printing</p>	 <p data-bbox="950 1014 1156 1045">Two-sided printing</p>

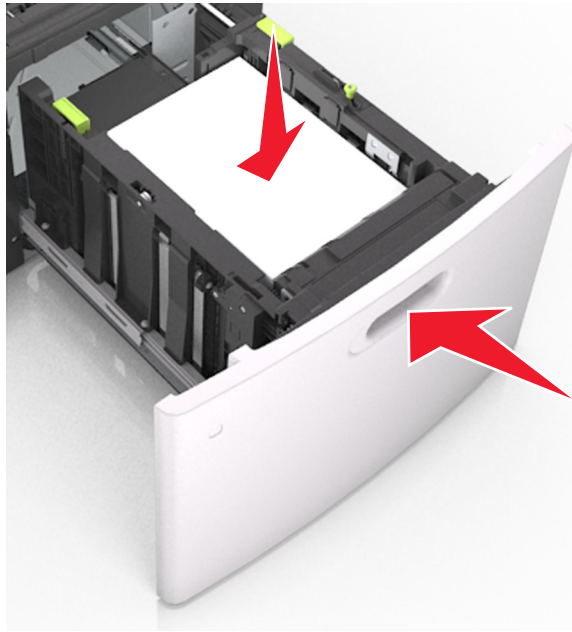
- Make sure the paper is below the maximum paper fill indicator.



Warning—Potential Damage: Overfilling the tray can cause paper jams.

5 Insert the tray.

Note: Press the paper stack down while inserting the tray.



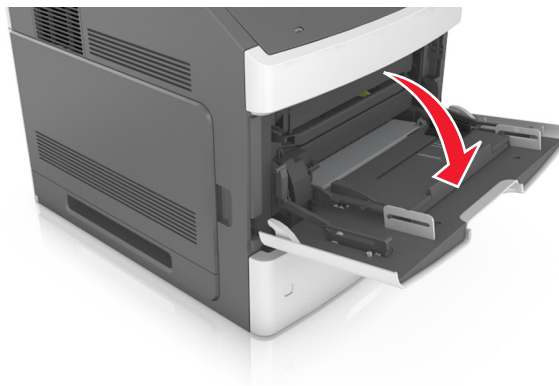
6 From the scanner control panel, set the size and type in the Paper menu to match the paper loaded in the tray.

Note: Set the correct paper size and type to avoid paper jams and print quality problems.

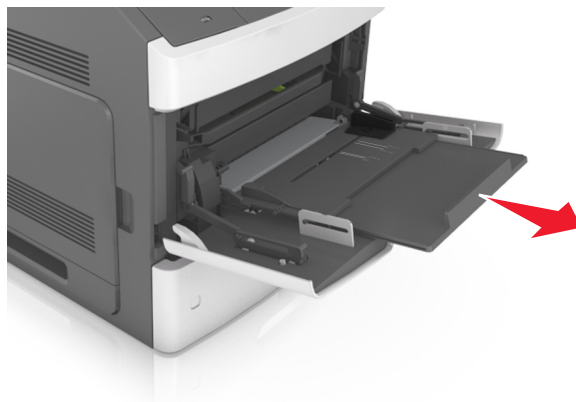
Loading the multipurpose feeder

1 Pull down the multipurpose feeder door.

Note: Do not load or close the multipurpose feeder while a job is printing.

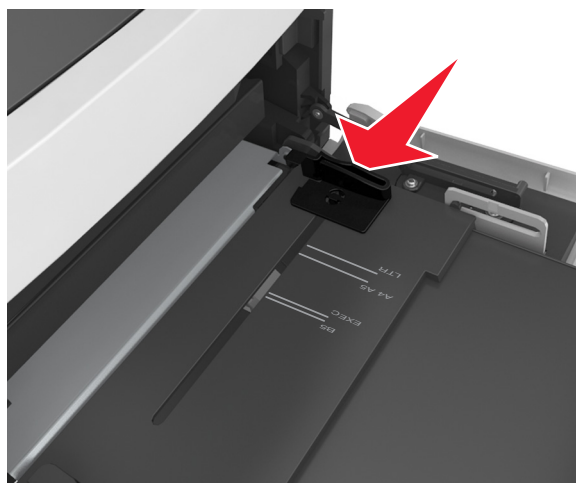


- 2 Pull the multipurpose feeder extender.

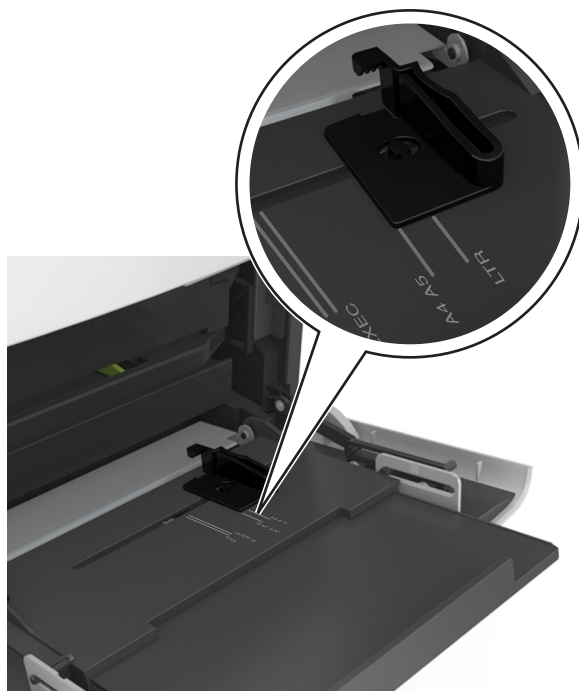


Note: Guide the extender gently so that the multipurpose feeder is fully extended and open.

- 3 Slide the width guide to the correct position for the size of the paper being loaded.

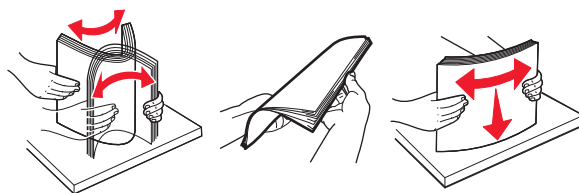


Note: Use the paper size indicators on the bottom of the tray to help position the guides.

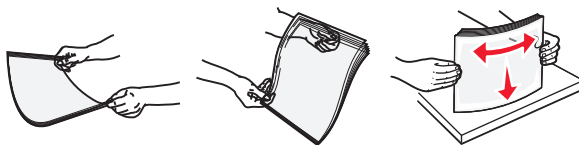


4 Prepare the paper or specialty media for loading.

- Flex sheets of paper back and forth to loosen them. Do not fold or crease the paper. Straighten the edges on a level surface.



- Hold transparencies by the edges. Straighten the edges on a level surface.



Note: Avoid touching the printable side of the transparencies. Be careful not to scratch them.

- Flex the stack of envelopes back and forth to loosen them. Straighten the edges on a level surface.







5 Load the paper or specialty media.

Note: Slide the stack gently into the multipurpose feeder until it comes to a stop.

- Load only one size and type of paper or specialty media at a time.
- Make sure the paper fits loosely in the multipurpose feeder, lies flat, and is not bent or wrinkled.

- There are different ways of loading letterhead depending on whether an optional staple finisher is installed or not.

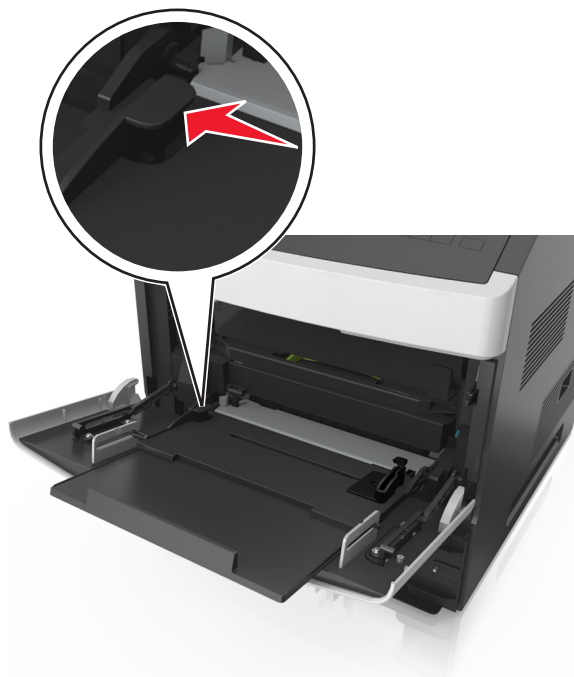
Without an optional staple finisher	With an optional staple finisher
	
One-sided printing	One-sided printing
	
Two-sided (duplex) printing	Two-sided (duplex) printing

- Load envelopes with the flap side down and on the left of the multipurpose feeder.



Warning—Potential Damage: Never use envelopes with stamps, clasps, snaps, windows, coated linings, or self-stick adhesives. These envelopes may severely damage the printer.

- Make sure the paper or specialty media is below the maximum paper fill indicator.



Warning—Potential Damage: Overfilling the feeder can cause paper jams.

- 6 For custom- or universal-size paper, adjust the width guides to lightly touch the sides of the stack.
- 7 From the scanner control panel, set the paper size and type in the Paper menu to match the paper loaded in the tray.

Note: Set the correct paper size and type to avoid paper jams and print quality problems.

Loading business cards into the ADF

- 1 Move the ADF guides to the A8 paper size position.



Note: Use the size indicators on the bottom of the tray to help position the guides .

- 2 Load the business cards facedown, short-edge first into the ADF.



Note: Make sure the last edge of the business card is aligned with the A8 mark on the ADF guide.

Linking and unlinking trays

When the paper size and paper type for any trays are the same, the printer links those trays. When one linked tray becomes empty, paper feeds from the next linked tray. We recommend giving all unique paper, such as letterhead and different colored plain papers, a different custom type name so that the trays they are in do not automatically link.

Linking and unlinking trays

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings > Paper Menu**.

- 3 Change the paper size and type settings for the trays you are linking.

- To link trays, make sure the paper size and type for the tray match that of the other tray.
- To unlink trays, make sure the paper size or type for the tray does not match that of the other tray.

- 4 Click **Submit**.

Note: You can also change the paper size and type settings using the scanner control panel. For more information, see [“Setting the paper size and type” on page 62](#).

Warning—Potential Damage: Paper loaded in the tray should match the paper type name assigned in the scanner. The temperature of the fuser varies according to the specified paper type. Printing issues may occur if settings are not properly configured.

Creating a custom name for a paper type

Using the Embedded Web Server

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings** > **Paper Menu** > **Custom Names**.
- 3 Select a custom name, and then type a custom paper type name.
- 4 Click **Submit**.
- 5 Click **Custom Types**, and then verify if the new custom paper type name has replaced the custom name.

Using the scanner control panel

- 1 From the scanner home screen, navigate to:



> **Paper Menu** > **Custom Names**

- 2 Select a custom name, and then type a custom paper type name.
- 3 Touch **Submit**.
- 4 Touch **Custom Types**, and then verify if the new custom paper type name has replaced the custom name.

Assigning a custom paper type name

Assign a custom paper type name to a tray when linking or unlinking trays.

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings** > **Paper Menu** > **Custom Names**.
- 3 Type a name for the paper type, and then click **Submit**.
- 4 Select a custom type, and then verify that the correct paper type is associated with the custom name.

Note: Plain Paper is the factory default paper type for all user-defined custom names.

Paper and specialty media guide

Using specialty media

Tips on using card stock

Card stock is a heavy, single-ply specialty paper. Many of its variable characteristics, such as moisture content, thickness, and texture, can significantly affect print quality.

- From the scanner control panel, set the paper size, type, texture, and weight in the Paper menu to match the card stock loaded in the tray.
- Print samples on the card stock being considered for use before buying large quantities.
- Specify the paper texture and weight from the tray settings to match the paper loaded in the tray.
- Preprinting, perforation, and creasing may significantly affect the print quality and may cause jams or other paper feed problems.
- Before loading the card stock on the tray, flex and fan the card stock to loosen them. Straighten the edges on a level surface.

Tips on using envelopes

Note: This paper type is supported only in select printer models.

- From the scanner control panel, set the paper size, type, texture, and weight in the Paper menu to match the envelopes loaded in the tray.
- Print samples on the envelopes being considered for use before buying large quantities.
- Use envelopes designed specifically for laser printers.
- For best performance, use envelopes made from 90-g/m² (24-lb) paper or 25% cotton.
- Use only new envelopes from undamaged packages.
- To optimize performance and minimize jams, do not use envelopes that:
 - Have excessive curl or twist
 - Are stuck together or damaged in any way
 - Have windows, holes, perforations, cutouts, or embossing
 - Have metal clasps, string ties, or folding bars
 - Have an interlocking design
 - Have postage stamps attached
 - Have any exposed adhesive when the flap is in the sealed or closed position
 - Have bent corners
 - Have rough, cockle, or laid finishes
- Adjust the width guides to fit the width of the envelopes.
- Before loading the envelopes on the tray, flex and fan the envelopes to loosen them. Straighten the edges on a level surface.

Note: A combination of high humidity (over 60%) and high printing temperature may wrinkle or seal the envelopes.

Tips on using labels

- From the scanner control panel, set the paper size, type, texture, and weight in the Paper menu to match the labels loaded in the tray.
- Print samples on the labels being considered for use before buying large quantities.
- For more information on label printing, characteristics, and design, see the *Card Stock & Label Guide* on the Lexmark Web site at <http://support.lexmark.com>.
- Use labels designed specifically for laser printers.
- Do not use labels with slick backing material.
- Use full label sheets. Partial sheets may cause labels to peel off during printing, resulting in a jam. Partial sheets also contaminate the printer and the cartridge with adhesive, and could void the printer and toner cartridge warranties.
- Do not use labels with exposed adhesive.

Tips on using letterhead

- Use letterhead designed specifically for laser printers.
- Print samples on the letterhead being considered for use before buying large quantities.
- Before loading letterhead, flex and fan the sheets to prevent them from sticking together.
- Page orientation is important when printing on letterhead.

Source	Printing	Printable side	Paper orientation
Trays	One-sided	Facedown	Load the sheet with the top edge toward the front of the tray.
Trays	Two-sided	Faceup	Load the sheet with the bottom edge entering the printer first.
Multipurpose feeder	One-sided	Faceup	Load the sheet with the top edge entering the printer first.
Multipurpose feeder	Two-sided	Facedown	Load the sheet with the bottom edge entering the printer first.
Note: Check with the manufacturer or vendor to determine whether the preprinted letterhead is acceptable for laser printers.			

Tips on using transparencies

- From the scanner control panel, set the paper size, type, texture, and weight in the Paper menu to match the transparencies loaded in the tray.
- Print a test page on the transparencies being considered for use before buying large quantities.
- Use transparencies designed specifically for laser printers.
- Avoid getting fingerprints on the transparencies to prevent print quality problems.
- Before loading transparencies, flex and fan the sheets to prevent them from sticking together.

Paper guidelines

Paper characteristics

The following paper characteristics affect print quality and reliability. Consider these factors before printing on them:

Weight

The printer trays and multipurpose feeder can automatically feed paper weights between 60–176 g/m² (16–47-lb) grain long paper. The 2100-sheet tray can automatically feed paper weights up to 60–135 g/m² (16–36-lb) grain long paper. Paper lighter than 60 g/m² (16 lb) might not be stiff enough to feed properly, and may cause jams.

Note: Two-sided printing is supported for 60–176 g/m² (16–47-lb) paper.

Curl

Curl is the tendency for paper to curl at its edges. Excessive curl can cause paper feeding problems. Curl can occur after the paper passes through the printer, where it is exposed to high temperatures. Storing paper unwrapped in hot, humid, cold, or dry conditions, even in the trays, can contribute to paper curling prior to printing and can cause feeding problems.

Smoothness

Paper smoothness directly affects print quality. If paper is too rough, toner cannot fuse to it properly. If paper is too smooth, it can cause paper feeding or print quality issues. Always use paper between 100 and 300 Sheffield points; smoothness between 150 and 250 Sheffield points produces the best print quality.

Moisture content

The amount of moisture in paper affects both print quality and the ability of the printer to feed the paper correctly. Leave paper in its original wrapper until it is time to use it. This limits the exposure of paper to moisture changes that can degrade its performance.

Store paper in its original wrapper in the same environment as the printer for 24 to 48 hours before printing. Extend the time several days if the storage or transportation environment is very different from the printer environment. Thick paper may also require a longer conditioning period.

Grain direction

Grain refers to the alignment of the paper fibers in a sheet of paper. Grain is either *grain long*, running the length of the paper, or *grain short*, running the width of the paper.

For 60–176 g/m² (16–47-lb) paper, grain long paper is recommended.

Fiber content

Most high-quality xerographic paper is made from 100% chemically treated pulped wood. This content provides the paper with a high degree of stability, resulting in fewer paper feeding problems and better print quality. Paper containing fibers such as cotton can negatively affect paper handling.

Selecting paper

Using the appropriate paper prevents jams and helps ensure trouble-free printing.

To help avoid paper jams and poor print quality:

- *Always* use new, undamaged paper.
- Before loading paper, know the recommended printable side of the paper. This information is usually indicated on the paper package.
- *Do not* use paper that has been cut or trimmed by hand.
- *Do not* mix paper sizes, types, or weights in the same tray; mixing results in jams.
- *Do not* use coated papers unless they are specifically designed for electrophotographic printing.

Selecting preprinted forms and letterhead

- Use grain long for 60–90-g/m² (16–24-lb) paper.
- Use only forms and letterhead printed using an offset lithographic or engraved printing process.
- Avoid paper with rough or heavily textured surfaces.
- Use inks that are not affected by the resin in toner. Inks that are oxidation-set or oil-based generally meet these requirements; latex inks might not.
- Print samples on preprinted forms and letterheads considered for use before buying large quantities. This determines whether or not the ink in the preprinted form or letterhead will affect print quality.
- When in doubt, contact your paper supplier.

Using recycled paper and other office papers

As an environmentally conscientious company, Lexmark supports the use of recycled paper produced specifically for use in laser (electrophotographic) printers.

While no blanket statement can be made that all recycled paper will feed well, Lexmark consistently tests papers that represent recycled cut size copier papers available on the global market. This scientific testing is conducted with rigor and discipline. Many factors are taken into consideration both separately and as a whole, including the following:

- Amount of post-consumer waste (Lexmark tests up to 100% post-consumer waste content.)
- Temperature and humidity conditions (Testing chambers simulate climates from all over the world.)
- Moisture content (Business papers should have low moisture: 4–5%.)
- Bending resistance and proper stiffness means optimum feeding through the printer.
- Thickness (impacts how much can be loaded into a tray)
- Surface roughness (measured in Sheffield units, impacts print clarity and how well toner fuses to the paper)
- Surface friction (determines how easily sheets can be separated)
- Grain and formation (impacts curling, which also influences the mechanics of how the paper behaves as it moves through the printer)
- Brightness and texture (look and feel)

Recycled papers are better than ever; however, the amount of recycled content in a paper affects the degree of control over foreign matter. And while recycled papers are one good path to printing in an environmentally responsible manner, they are not perfect. The energy required to de-ink and deal with additives such as colorants and “glue” often generates more carbon emissions than does normal paper production. However, using recycled papers enables better resource management overall.

Lexmark concerns itself with the responsible use of paper in general based on life cycle assessments of its products. To gain a better understanding of the impact of printers on the environment, the company commissioned a number of life cycle assessments and found that paper was identified as the primary contributor (up to 80%) of carbon emissions

caused throughout the entire life of a device (from design to end-of-life). This is due to the energy-intensive manufacturing processes required to make paper.

Thus, Lexmark seeks to educate customers and partners on minimizing the impact of paper. Using recycled paper is one way. Eliminating excessive and unnecessary paper consumption is another. Lexmark is well-equipped to help customers minimize printing and copying waste. In addition, the company encourages purchasing paper from suppliers who demonstrate their commitment to sustainable forestry practices.

Lexmark does not endorse specific suppliers, although a converter's product list for special applications is maintained. However, the following paper choice guidelines will help alleviate the environmental impact of printing:

- 1 Minimize paper consumption.
- 2 Be selective about the origin of wood fiber. Buy from suppliers who carry certifications such as the Forestry Stewardship Council (FSC) or The Program for the Endorsement of Forest Certification (PEFC). These certifications guarantee that the paper manufacturer uses wood pulp from forestry operators that employ environmentally and socially responsible forest management and restoration practices.
- 3 Choose the most appropriate paper for printing needs: normal 75 or 80 g/m² certified paper, lower weight paper, or recycled paper.

Unacceptable paper examples

Test results indicate that the following paper types are at risk for use with laser printers:

- Chemically treated papers used to make copies without carbon paper, also known as *carbonless papers*
- Preprinted papers with chemicals that may contaminate the printer
- Preprinted papers that can be affected by the temperature in the printer fuser
- Preprinted papers that require a registration (the precise location on the page) greater than ± 2.3 mm (± 0.9 in.), such as optical character recognition (OCR) forms. In some cases, registration can be adjusted with a software application to successfully print on these forms.)
- Coated papers (erasable bond), synthetic papers, thermal papers
- Rough-edged, rough or heavily textured surface papers or curled papers
- Recycled papers that fail EN12281:2002 (European testing)
- Paper weighing less than 60 g/m² (16 lb)
- Multiple part forms or documents

For more information about Lexmark, visit www.lexmark.com. General sustainability-related information can be found at the **Environmental Sustainability** link.

Storing paper

Use these paper storage guidelines to help avoid jams and uneven print quality:

- For best results, store paper where the temperature is 21°C (70°F) and the relative humidity is 40 percent. Most label manufacturers recommend printing in a temperature range of 18–24°C (65–75°F) with relative humidity between 40 and 60 percent.
- Store paper in cartons, on a pallet or shelf, rather than on the floor.
- Store individual packages on a flat surface.
- Do not store anything on top of individual paper packages.
- Take paper out of the carton or wrapper only when you are ready to load it in the printer. The carton and wrapper help keep the paper clean, dry, and flat.

Supported paper sizes, types, and weights

The following tables provide information on standard and optional paper input sources and the sizes, types, and weights of paper they support..

Note: To use a paper size that is unlisted, configure a Universal paper size.

Supported paper sizes

Scanner

Paper size	ADF	ADF - Automatic	ADF - Mixed sizes	Scanner glass
A4 210 x 297 mm (8.3 x 11.7 in.)	✓ ¹	✓ ¹	✓ ¹	✓
A5 148 x 210 mm (5.8 x 8.3 in.)	✓	✓	✓ ¹	✓
A6 105 x 148 mm (4.1 x 5.8 in.)	✓	x	x	✓
JIS B5 182 x 257 mm (7.2 x 10.1 in.)	✓ ¹	✓ ¹	✓ ¹	✓
Letter 216 x 279 mm (8.5 x 11 in.)	✓ ²	✓ ²	✓ ²	✓
Legal 216 x 356 mm (8.5 x 14 in.)	✓ ²	✓ ²	✓ ²	x
Executive 184 x 267 mm (7.3 x 10.5 in.)	✓ ²	✓ ²	x	✓
JIS B4 257 x 364 mm (10.12 x 14.33 in.)	✓	✓	✓ ¹	x
A3 297 x 420 mm (11.69 x 16.54 in.)	✓	✓	✓ ¹	x
11x17 279 x 432 mm (11 x 17 in.)	✓	✓	✓ ²	x
Oficio 216 x 340 mm (8.5 x 13.4 in.)	✓	✓	x	x
Folio 216 x 330 mm (8.5 x 13 in.)	✓ ¹	✓ ¹	✓ ²	x
Statement 140 x 216 mm (5.5 x 8.5 in.)	✓	✓	✓ ²	✓

¹ Paper size is supported if printer is set to Metric.

² Paper size is supported if printer is set to US.

Paper size	ADF	ADF - Automatic	ADF - Mixed sizes	Scanner glass
Universal 138 x 210 mm (5.5 x 8.3 in.) up to 216 x 356 mm (8.5 x 14 in.)	✓	x	x	✓
¹ Paper size is supported if printer is set to Metric. ² Paper size is supported if printer is set to US.				

Printer

Paper size ¹	Dimensions	Standard or optional 250- or 550-sheet tray	Optional 2100-sheet tray	Multipurpose feeder	Duplex
A4	210 x 297 mm (8.3 x 11.7 in.)	✓	✓	✓	✓
A5	148 x 210 mm (5.8 x 8.3 in.)	✓	✓	✓	✓
A6	105 x 148 mm (4.1 x 5.8 in.)	✓	x	✓	✓
JIS B5	182 x 257 mm (7.2 x 10.1 in.)	✓	x	✓	✓
Letter	216 x 279 mm (8.5 x 11 in.)	✓	✓	✓	✓
Legal	216 x 356 mm (8.5 x 14 in.)	✓	✓	✓	✓
Executive	184 x 267 mm (7.3 x 10.5 in.)	✓	x	✓	✓
Oficio	216 x 340 mm (8.5 x 13.4 in.)	✓	✓	✓	✓
Folio	216 x 330 mm (8.5 x 13 in.)	✓	✓	✓	✓
Statement	140 x 216 mm (5.5 x 8.5 in.)	✓	x	✓	✓

¹ If your preferred default paper size cannot be set in the scanner control panel, then you may select common paper sizes that correspond to the position of the length guide in the tray from the Paper Size/Type menu. If the paper size is not available, then select **Universal** or turn off tray size sensing. For more information, contact customer support.

² Universal is supported in duplex mode only if the width is from 105 mm (4.13 in.) to 216 mm (8.5 in.), and the length is from 148 mm (5.83 in.) to 356 mm (14 in.)

³ When printing on paper less than 210 mm (8.3 in.) wide, the printer prints at a reduced speed to prevent damage to the fuser.

⁴ This paper size is supported only in select printer models.

Paper size ¹	Dimensions	Standard or optional 250- or 550-sheet tray	Optional 2100-sheet tray	Multipurpose feeder	Duplex
Universal ^{2,3}	105 x 148 mm to 216 x 356 mm (4.13 x 5.83 in. to 8.5 x 14 in.)	✓	X	✓	✓
	70 x 127 mm to 216 x 356 mm (2.76 x 5 to 8.5 x 14 in.)	X	X	✓	X
7 3/4 Envelope (Monarch) ⁴	98 x 191 mm (3.9 x 7.5 in.)	✓	X	✓	X
9 Envelope ⁴	98 x 225 mm (3.9 x 8.9 in.)	✓	X	✓	X
10 Envelope ⁴	105 x 241 mm (4.1 x 9.5 in.)	✓	X	✓	X
DL Envelope ⁴	110 x 220 mm (4.3 x 8.7 in.)	✓	X	✓	X
C5 Envelope ⁴	162 x 229 mm (6.38 x 9.01 in.)	✓	X	✓	X
B5 Envelope ⁴	176 x 250 mm (6.93 x 9.84 in.)	✓	X	✓	X
Other Envelope ⁴	98 x 162 mm (3.9 x 6.4 in.) to 176 x 250 mm (6.9 x 9.8 in.)	✓	X	✓	X

¹ If your preferred default paper size cannot be set in the scanner control panel, then you may select common paper sizes that correspond to the position of the length guide in the tray from the Paper Size/Type menu. If the paper size is not available, then select **Universal** or turn off tray size sensing. For more information, contact customer support.

² Universal is supported in duplex mode only if the width is from 105 mm (4.13 in.) to 216 mm (8.5 in.), and the length is from 148 mm (5.83 in.) to 356 mm (14 in.)

³ When printing on paper less than 210 mm (8.3 in.) wide, the printer prints at a reduced speed to prevent damage to the fuser.

⁴ This paper size is supported only in select printer models.

Output Options

Paper size	4-bin mailbox	Output expander and high-capacity output expander	Staple finisher	Staple, hole punch finisher
A6	✓	✓	X	X
A5	✓	✓	✓ ²	X
JIS B5	✓	✓	X	X
Executive	✓	✓	X	X
Letter	✓	✓	✓	✓
A4	✓	✓	✓	✓
Legal	✓	✓	✓	✓ ³
Folio	✓	✓	✓	✓
Oficio	✓	✓	✓	✓
Statement	✓	✓	✓ ¹	✓ ¹
Universal	✓	✓	✓ ³	✓ ³
Envelopes ⁴	X	✓	X	X

¹ The finisher stacks the paper but does not staple or punch holes in it.

² The finisher staples the paper if it is loaded long edge first.

³ The finisher staples the paper if its width is between 8.27 and 8.54 inches but does not punch holes in it.

⁴ This paper size is supported only in select printer models.

Supported paper types and weights

Printer

The printer engine supports 60–176-g/m² (16–47-lb) paper weights.

Paper type	250- or 550-sheet trays	2100-sheet tray	Multipurpose feeder	Duplex
Paper	✓	✓	✓	✓
Card stock	✓	X	✓	✓
Plain Envelope ¹	✓	X	✓	X
Rough Envelope ¹	✓	X	✓	X

¹ This paper type is supported only in select printer models.

² Print on transparencies by batches of only up to 20 to prevent them from sticking together. For more information, see [“Tips on using transparencies” on page 84](#).

Paper type	250- or 550-sheet trays	2100-sheet tray	Multipurpose feeder	Duplex
Paper labels	✓	x	✓	x
Pharmacy labels	✓	x	✓	✓
Transparencies ²	✓	x	✓	x

¹ This paper type is supported only in select printer models.

² Print on transparencies by batches of only up to 20 to prevent them from sticking together. For more information, see [“Tips on using transparencies” on page 84.](#)

Note: The ADF and scanner glass accept any media type supported by the printer.

Output Options

Paper type	Paper weight	4-bin mailbox	Output expander and high-capacity output expander	Staple finisher	Staple, hole punch finisher
Plain Paper	90–176 g/m ² (24–47 lb)	x	✓	x	x
	60–90 g/m ² (16–24 lb)	✓	✓	✓	✓
Card Stock	163 g/m ² (90 lb)	x	✓	✓ ¹	✓ ¹
	199 g/m ² (110 lb)	x	✓	x	x
Transparency ²	146 g/m ² (39 lb)	x	✓	✓ ¹	✓ ¹
Recycled	90–176 g/m ² (24–47 lb)	x	✓	x	x
	60–90 g/m ² (16–24 lb)	✓	✓	✓	✓
Paper labels	180 g/m ² (48 lb)	x	✓	x	x
Dual web and Integrated	180 g/m ² (48 lb)	x	✓	x	x

¹ The finisher stacks the paper but does not staple or punch holes in it.

² Print on transparencies by batches of only up to 20 to prevent them from sticking together. For more information, see [“Tips on using transparencies” on page 84.](#)

³ This paper type is supported only in select printer models.

Paper type	Paper weight	4-bin mailbox	Output expander and high-capacity output expander	Staple finisher	Staple, hole punch finisher
Bond	90–176 g/m ² (24–47 lb)	x	✓	x	x
	60–90 g/m ² (16–24 lb)	✓	✓	✓	✓
Envelope³	105 g/m ² (28 lb)	x	✓	x	x
Letterhead	90–176 g/m ² (24–47 lb)	x	✓	x	x
	60–90 g/m ² (16–24 lb)	✓	✓	✓	✓
Preprinted	90–176 g/m ² (24–47 lb)	x	✓	x	x
	60–90 g/m ² (16–24 lb)	✓	✓	✓	✓
Colored Paper	90–176 g/m ² (24–47 lb)	x	✓	x	x
	60–90 g/m ² (16–24 lb)	✓	✓	✓	✓

¹ The finisher stacks the paper but does not staple or punch holes in it.

² Print on transparencies by batches of only up to 20 to prevent them from sticking together. For more information, see [“Tips on using transparencies” on page 84](#).

³ This paper type is supported only in select printer models.


Printing

Printing forms and documents

Printing forms

Use the Forms and Favorites application to quickly and easily access frequently used forms or other information that is regularly printed. Before you can use this application, first set it up on the scanner. For more information, see [“Setting up Forms and Favorites” on page 21](#).

- 1 From the scanner home screen, navigate to:
Forms and Favorites > select the form from the list > enter the number of copies > adjust other settings

- 2 Touch .

Printing a document

- 1 From the scanner control panel Paper menu, set Paper Type and Paper Size to match the loaded paper.
- 2 Send the print job:

For Windows users

- a With a document open, click **File** > **Print**.
- b Click **Properties**, **Preferences**, **Options**, or **Setup**.
- c Adjust settings as needed.
- d Click **OK** > **Print**.

For Macintosh users

- a Customize the settings as needed in the Page Setup dialog:
 - 1 With a document open, choose **File** > **Page Setup**.
 - 2 Choose a paper size or create a custom size to match the loaded paper.
 - 3 Click **OK**.
- b Customize the settings as needed in the Print dialog:
 - 1 With a document open, choose **File** > **Print**.
If necessary, click the disclosure triangle to see more options.
 - 2 From the Print dialog and pop-up menus, adjust the settings as needed.
Note: To print on a specific paper type, adjust the paper type setting to match the loaded paper, or select the appropriate tray or feeder.
 - 3 Click **Print**.

Adjusting toner darkness

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings > Print Settings > Quality Menu**.

3 Adjust the toner darkness setting, and then click **Submit**.

Using the scanner control panel

1 From the scanner home screen, navigate to:



> Settings > Print Settings > Quality Menu

2 Adjust the toner darkness setting, and then touch **Submit**.

Printing from a flash drive or mobile device

Printing from a flash drive

Notes:

- Before printing an encrypted PDF file, you will be prompted to type the file password from the scanner control panel.
- You cannot print files for which you do not have printing permissions.

1 Insert a flash drive into the scanner USB port.



**Notes:**

- A flash drive icon appears on the home screen when a flash drive is inserted.

- If you insert the flash drive when the scanner requires attention, such as when a jam has occurred, then the scanner ignores the flash drive.
- If you insert the flash drive while the scanner is processing other print jobs, then **Busy** appears on the scanner display. After these print jobs are processed, you may need to view the held jobs list to print documents from the flash drive.

Warning—Potential Damage: Do not touch the USB cable, any wireless network adapter, any connector, the memory device, or the scanner in the areas shown while actively printing, reading, or writing from the memory device. Loss of data can occur.



- 2 From the scanner control panel, touch the document you want to print.
- 3 Touch the arrows to get a preview of the document.
- 4 Use  or  to specify the number of copies to print, and then touch **Print**.

Notes:

- Do not remove the flash drive from the scanner USB port until the document has finished printing.
- If you leave the flash drive in the scanner after leaving the initial USB menu screen, then touch **Held Jobs** on the home screen to print files from the flash drive.

Supported flash drives and file types

Notes:

- High-speed USB flash drives must support the full-speed standard. Low-speed USB devices are not supported.
- USB flash drives must support the File Allocation Table (FAT) system. Devices formatted with New Technology File System (NTFS) or any other file system are not supported.

Recommended flash drives	File type
<ul style="list-style-type: none"> • Lexar JumpDrive FireFly (512MB and 1GB) • SanDisk Cruzer Micro (512MB and 1GB) • Sony Micro Vault Classic (512MB and 1GB) 	<p>Documents:</p> <ul style="list-style-type: none"> • .pdf • .xps <p>Images:</p> <ul style="list-style-type: none"> • .dcx • .gif • .jpeg or .jpg • .bmp • .pcx • .tiff or .tif • .png • .fls

Printing from a mobile device

To download a compatible mobile printing application, visit www.lexmark.com/mobile.

Note: Mobile printing applications may also be available from your mobile device manufacturer.

Printing confidential and other held jobs

Storing print jobs in the scanner

- 1 From the scanner control panel, navigate to:



> **Security > Confidential Print** > select the print job type

Use	To
Max Invalid PIN	Limit the number of times an invalid PIN can be entered. Note: When the limit is reached, the print jobs for that user name and PIN are deleted.
Confidential Job Expiration	Hold print jobs in the computer until you enter the PIN from the scanner control panel. Note: The PIN is set from the computer. It must be four digits, using the numbers 1–9.
Repeat Job Expiration	Print and store print jobs in the scanner memory.
Verify Job Expiration	Print one copy of a print job and hold the remaining copies. It allows you to examine if the first copy is satisfactory. The print job is automatically deleted from the scanner memory when all copies are printed.
Reserve Job Expiration	Store print jobs for printing at a later time. Note: The print jobs are held until deleted from the Held Jobs menu.

Use	To
Notes: <ul style="list-style-type: none"> Confidential, Verify, Reserve, and Repeat print jobs may be deleted if the scanner requires extra memory to process additional held jobs. You can set the scanner to store print jobs in the scanner memory until you start the print job from the scanner control panel. All print jobs that can be initiated by the user at the scanner are called held jobs. 	

2 Touch **Submit**.

Printing confidential and other held jobs

Note: Confidential and Verify print jobs are automatically deleted from memory after printing. Repeat and Reserve jobs are held in the printer until you delete them.

For Windows users

- 1 With a document open, click **File > Print**.
- 2 Click **Properties, Preferences, Options, or Setup**.
- 3 Click **Print and Hold**.
- 4 Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
- 5 Click **OK** or **Print**.
- 6 From the scanner home screen, release the print job.
 - For confidential print jobs, navigate to:
Held jobs > select your user name > **Confidential Jobs** > enter the PIN > **Print**
 - For other print jobs, navigate to:
Held jobs > select your user name > select the print job > specify the number of copies > **Print**

For Macintosh users

- 1 With a document open, choose **File > Print**.
If necessary, click the disclosure triangle to see more options.
- 2 From the print options or Copies & Pages pop-up menu, choose **Job Routing**.
- 3 Select the print job type (Confidential, Repeat, Reserve, or Verify), and then assign a user name. For a confidential print job, also enter a four-digit PIN.
- 4 Click **OK** or **Print**.
- 5 From the scanner home screen, release the print job.
 - For confidential print jobs, navigate to:
Held jobs > select your user name > **Confidential Jobs** > enter the PIN > **Print**
 - For other print jobs, navigate to:
Held jobs > select your user name > select the print job > specify the number of copies > **Print**

Modifying confidential print settings

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings > Security > Confidential Print Setup**.

- 3 Modify the settings:

- Set a maximum number of PIN entry attempts. When a user exceeds that number, all of the jobs for that user are deleted.
- Set an expiration time for confidential print jobs. When a user has not printed the jobs within that time, all of the jobs for that user are deleted.

- 4 Click **Submit** to save the modified settings.

Printing information pages

Printing a font sample list

- 1 From the home screen, navigate to:



> **Reports > Print Fonts**

- 2 Touch **PCL Fonts** or **PostScript Fonts**.

Printing a directory list

A directory list shows the resources stored in a flash memory or on the scanner hard disk.

From the scanner home screen, navigate to:



> **Reports > Print Directory**

Canceling a print job

Canceling a print job from the scanner control panel

- 1 From the scanner control panel, touch **Cancel Jobs** or press on the keypad.
- 2 Touch the print job you want to cancel, and then touch **Delete Selected Jobs**.

Note: If you press on the keypad, then touch **Resume** to return to the home screen.

Canceling a print job from the computer



For Windows users

- 1 Open the printers folder, and then select your printer.
- 2 From the print queue, select the print job you want to cancel, and then delete it.

For Macintosh users

- 1 From System Preferences in the Apple menu, navigate to your printer.
- 2 From the print queue, select the print job you want to cancel, and then delete it.

Copying

Automatic document feeder (ADF)	Scanner glass
<div></div> <div><ul style="list-style-type: none">• Use the ADF for multiple-page documents.• Load letter- and A4- size documents into the ADF facedown, long edge first.• Load legal- and A3- size documents into the ADF facedown, short edge first.</div>	<div></div> <div><p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p></div>

Making copies

Making a quick copy

- 1 Load an original document facedown into the ADF or on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the scanner control panel, touch **Copy It**.

Copying using the ADF

- 1 Load an original document facedown into the ADF.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 Adjust the paper guides.
- 3 From the home screen, navigate to:
Copy > change the copy settings > **Copy It**

Copying using the scanner glass

- 1 Place an original document facedown on the scanner glass in the lower left corner.

Note: Make sure the edge of the document is aligned with the edge of the scanner glass.

- 2 From the home screen, navigate to:

Copy > specify the copy settings > **Copy It**

- 3 If you have more pages to scan, then place the next document on the scanner glass, and then touch **Scan the Next Page**.

- 4 Touch **Finish the Job** to return to the home screen.

Copying film photos

- 1 Place a photo facedown on the lower left corner of the scanner glass.

- 2 From the home screen, navigate to:

Copy > **Content** > **Photo** >  > **Photo/Film** >  > **Copy It**

- 3 Touch **Scan the Next Page** or **Finish the Job**.

Copying on specialty media

Copying on transparencies

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.



- 3 From the home screen, navigate to:

Copy > **Copy from** > select the size of the original document > 

- 4 Touch **Copy to**, and then select the tray that contains transparencies, or touch **Manual Feeder Size**.

- 5 Load transparencies in the multipurpose feeder.

- 6 From the home screen, navigate to:

 > select the size of the transparencies loaded > **Manual Feeder Type** >  > **Copy It**

Copying on letterhead

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > Copy from > specify the size of the original document > Copy to > Manual Feeder

- 4 If you are printing on one side of the letterhead and using a finisher, then place the letterhead faceup, top edge first in the multipurpose feeder.

Note: For the proper letterhead orientation, see [“Loading the multipurpose feeder” on page 76](#).

- 5 Select the size of the letterhead.

- 6 Navigate to:

Continue > Letterhead > Continue > Copy It

Customizing copy settings


Copying to a different size


- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 On the home screen, touch **Copy**.

- 4 Touch **Copy from** > select the size of the original document > .

- 5 Touch **Copy to** > select the size of the copy > .

- 6 Touch **Copy It**.

Making copies using paper from a selected tray

- 1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:


- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > Copy from > select the size of the original document > 

- 4 Navigate to:

Copy to > select the tray containing the paper type you want to use > 

- 5 Touch **Copy It**.

Copying different paper sizes

Use the ADF to copy original documents with different paper sizes. Depending on the paper sizes loaded and the “Copy to” and “Copy from” settings, each copy is either printed on mixed paper sizes (Example 1) or scaled to fit a single paper size (Example 2).



Example 1: Copying on mixed paper sizes

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > Copy from > Mixed Sizes >  > **Copy to > Auto Size Match** >  > **Copy It**

The scanner identifies the different paper sizes as they are scanned. Copies are printed on mixed paper sizes corresponding to the paper sizes of the original document.

Example 2: Copying on a single paper size

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > Copy from > Mixed Sizes >  > **Copy to > Letter** >  > **Copy It**

The scanner identifies the different paper sizes as they are scanned, and then scales the mixed paper sizes to fit on the paper size selected.

Copying on both sides of the paper (duplexing)

- 1 Load an original document facedown into the ADF or on the scanner glass.


Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 On the home screen, touch **Copy**.

- 4 From the Sides (Duplex) area, touch the button for your preferred duplexing method.

The first number represents sides of the original documents; the second number represents sides of the copy. For example, select 1-sided to 2-sided if you have 1-sided original documents and you want 2-sided copies.

- 5 Touch , and then **Copy It**.

Reducing or enlarging copies

Copies can be scaled from 25% to 400% of the original document size.

- 1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

- 3 From the home screen, touch **Copy**.

- 4 From the Scale area, touch  or  to decrease or increase the value by 1%.

Touching “Copy to” or “Copy from” after manually setting Scale changes the scale value back to Auto.

Note: Auto is the factory default setting. This automatically adjusts the scan image of the original document to fit the size of the paper onto which you are copying.

- 5 Touch **Copy It**.

Adjusting copy quality

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

Copy > Content

- 4 Touch the button that best represents the content type of the document you are copying:

- **Text**—Use when the content of the original document is mostly text or line art.
- **Graphics**—Use when the original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Text/Photo**—Use when the original document is a mixture of text, graphics, and photos.
- **Photo**—Use when the original document is mostly a photo or an image.



- 5 Touch .

- 6 Touch the button that best represents the content source of the document you are copying:
- **Color Laser**—Use when the original document was printed using a color laser printer.
 - **Black/White Laser**—Use when the original document was printed using a mono laser printer.
 - **Inkjet**—Use when the original document was printed using an inkjet printer.
 - **Photo/Film**—Use when the original document is a photo from film.
 - **Magazine**—Use when the original document is from a magazine.
 - **Newspaper**—Use when the original document is from a newspaper.
 - **Press**—Use when the original document was printed using a printing press.
 - **Other**—Use when the original document was printed using an alternate or unknown printer.

7 Touch  > **Copy It**.

Collating copies

If you print multiple copies of a document, then you can choose to print the copies as a set (collated) or to print the copies as groups of pages (not collated).

Collated	Not collated
	


1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

2 If you are loading a document into the ADF tray, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > enter the number of copies > **Collate** > select the preferred order of pages >  > **Copy It**

Placing separator sheets between copies

1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

2 If you are loading a document into the ADF tray, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > Advanced Options > Separator Sheets

Note: Set Collate to “1,2,3 - 1,2,3” to place separator sheets between copies. If Collate is set to “1,1,1 - 2,2,2,” then the separator sheets are added to the end of the copy job. For more information, see [“Collating copies” on page 106](#).

4 Select one of the following:

- **Between Copies**
- **Between Jobs**
- **Between Pages**
- **Off**

5 Touch  > **Copy It**.

Copying multiple pages onto a single sheet

To save paper, you can copy either two or four consecutive pages of a multiple-page document onto a single sheet of paper.

Notes:

- The paper size must be set to letter, legal, A4, or JIS B5.
- The copy size must be set to 100%.

1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > Advanced Options > Paper Saver > select output >  > Copy It

Creating a custom copy job

The custom copy job or job build is used to combine one or more sets of original documents into a single copy job. Each set may be scanned using different job parameters. When a copy job is submitted and Custom Job is enabled, the scanner scans the first set of original documents using the specified settings, and then it scans the next set with the same or different settings.

The definition of a set depends on the scan source:

- If you scan a document on the scanner glass, then a set consists of one page.
- If you scan multiple pages using the ADF, then a set consists of all scanned pages until the ADF tray becomes empty.
- If you scan one page using the ADF, then a set consists of one page.

For example:

1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

2 If you are loading a document into the ADF tray, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > Advanced Options > Custom Job > On >  > Copy It

Note: When the end of a set is reached, the scan screen appears.

4 Load the next document facedown, long edge first into the ADF tray or facedown on the scanner glass, and then touch **Scan from automatic feeder** or **Scan from flatbed**.

Note: Change the scan job settings, if necessary.

5 If you have another document to scan, then repeat the previous step. Otherwise, touch **Finish the job**.

Placing information on copies

Placing a header or footer on pages

1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:



- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 From the home screen, navigate to:

Copy > Advanced Options > Header/Footer > select where you want to place the header or footer > select the type of header or footer you want

4 Enter the required information depending on the header or footer you selected, and then touch **Done**.

5 Touch  , and then press .

Placing an overlay message on each page

An overlay message can be placed on each page. The message choices are Urgent, Confidential, Copy, Custom, and Draft.

1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.

- The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
 - 3 From the home screen, navigate to:
Copy > Advanced Options > Overlay > select overlay message > Done > Copy It

Canceling a copy job

Canceling a copy job while the original document is in the ADF


When the ADF begins processing a document, touch **Cancel Job** on the scanner control panel.


Canceling a copy job while copying pages using the scanner glass

From the home screen, touch **Cancel Job**.

Canceling appears on the display. When the job is canceled, the Copy screen appears.

Canceling a copy job while pages are being printed

- 1 From the scanner control panel, touch **Cancel Job** or press  on the keypad.
- 2 Touch the job you want to cancel, and then touch **Delete Selected Jobs**.

Note: If you press  on the keypad, then touch **Resume** to return to the home screen.

Understanding the copy options

Copy from

This option opens a screen where you can select the paper size of the original document.

- Touch the paper size that matches the original document.
- To copy an original document that contains mixed paper sizes with the same width, touch **Mixed Sizes**.
- To set the printer to automatically detect the size of the original document, touch **Auto Size Sense**.

Copy to



This option opens a screen where you can enter the paper size and type on which your copies will be printed.

- Touch the paper size and type that matches the paper loaded.
- If the settings for “Copy from” and “Copy to” are different, then the printer automatically adjusts the Scale setting to accommodate the difference.

- If the paper type or size that you want to copy onto is not loaded in one of the trays, then touch **Manual Feeder**, and manually load the paper in the multipurpose feeder.
- When “Copy to” is set to Auto Size Match, each copy matches the paper size of the original document. If a matching paper size is not in one of the trays, then **Paper size not found** appears and prompts to load a paper in a tray or multipurpose feeder.

Scale

This option lets you scale the document from 25% to 400% of the original document size. You can also set automatic scaling.

- When copying to a different paper size, such as from legal-size to letter-size paper, set the “Copy from” and “Copy to” paper sizes automatically to scale the scan image to fit the size of the paper onto which you are copying.
- To decrease or increase the value by 1%, touch  or  on the scanner control panel. To make a continuous decrease or increase in value, hold the button for two seconds or more.

Darkness

This option lets you adjust how light or dark the copies are in relation to the original document.

Sides (Duplex)

This option lets you make one- or two-sided copies from one- or two-sided original documents.

Collate

This option keeps the pages of a print job stacked in sequence when printing multiple copies of the document.

Copies

This option lets you set the number of copies to be printed.

Content

This option lets you set the original document type and source.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.
- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Select from the following content sources:

- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.

- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.
- **Photo/Film**—The original document is a photo from film.
- **Press**—The original document was printed using a printing press.



Save As Shortcut

This option lets you save the current settings by assigning a shortcut name.



Note: Selecting this option automatically assigns the next available shortcut number.

Using the advanced options

Select from the following settings:

- **Fix Scan Skew**—This straightens scanned images that are slightly skewed when received from the ADF tray.
- **Advanced Duplex**—This specifies the document orientation, whether documents are one-sided or two-sided, and how documents are bound.
- **Advanced Imaging**—This changes or adjusts Auto Center, Background Removal, Color Balance, Color Dropout, Contrast, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you copy the document.
- **Create Booklet**—This creates a booklet. You can choose between one-sided and two-sided.
Note: This option appears only when a formatted, working scanner hard disk is installed.
- **Cover Page Setup**—This sets up the cover page of copies and booklets.
- **Custom Job**—This combines multiple scanning jobs into a single job.
- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove an equal area around all four sides of the paper or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Header/Footer**—This inserts date or time, page number, Bates number, or custom text, and then prints them in the specified header or footer location.
- **Margin Shift**—This increases or reduces the size of the margin of a page by shifting the scanned image. Touch  or  to set the margin you want. If the additional margin is too large, then the copy will be cropped.
- **Overlay**—This creates a watermark (or message) that overlays the content of your copy. You can choose from Urgent, Confidential, Copy, and Draft, or you can enter a custom message in the "Enter custom text" field. The word you pick will appear, faintly, in large print across each page.
- **Paper Saver**—This prints two or more pages of an original document on the same page. Paper Saver is also called *N-up* printing where *N* stands for the number of pages. For example, 2-up would print two pages of your document on a single page, and 4-up would print four pages of your document on a single page.
- **Separator Sheets**—This places a blank sheet of paper between copies, pages, or print jobs. The separator sheets can be drawn from a tray that contains a type or color of paper that is different from the paper your copies are printed on.
- **Multifeed Sensor**—This detects when the ADF picks more than one sheet of paper at a time, and then displays an error message.

E-mailing

Automatic document feeder (ADF)	Scanner glass
 <ul style="list-style-type: none"> • Use the ADF for multiple-page documents. • Load letter- and A4- size documents into the ADF facedown, long edge first. • Load legal- and A3- size documents into the ADF facedown, short edge first. 	 <p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p>

Setting up the printer to e-mail

Setting up the e-mail function

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings** > **E-mail/FTP Settings** > **E-mail Settings**.
- 3 Enter the appropriate information, and then click **Submit**.

Configuring e-mail settings

- 1 Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen or in the TCP/IP section under the Network/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Click **Settings** > **E-mail/FTP Settings** > **E-mail Settings**.


- 3 Fill in the fields with the appropriate information.
- 4 Click **Submit**.

Creating an e-mail shortcut

Creating an e-mail shortcut using the Embedded Web Server

- 1 Open a Web browser, and then type the scanner IP address in the address field.
Notes:
 - View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
 - If you are using a proxy server, then temporarily disable it to load the Web page correctly.
- 2 Click **Settings**.
- 3 From the Other Settings column, click **Manage Shortcuts > E-mail Shortcut Setup**.
- 4 Type a unique name for the e-mail recipient, and then type the e-mail address. If you are entering multiple addresses, then separate each address with a comma.
- 5 Click **Add**.

Creating an e-mail shortcut using the scanner control panel

- 1 From the home screen, navigate to:
E-mail > Recipient > type an e-mail address
To create a group of recipients, touch **Next address**, and then type the next recipient's e-mail address.
 - 2 Touch **Subject**, then type the e-mail subject, and then touch **Done**.
 - 3 Touch **Message**, then type your message, and then touch **Done**.
 - 4 Adjust the e-mail settings.
Note: If you change the settings after the e-mail shortcut has been created, then the settings are not saved.
 - 5 Touch .
 - 6 Type a unique name for the shortcut, and then touch **Done**.
 - 7 Verify that the shortcut name is correct, and then touch **OK**.
If the shortcut name is incorrect, then touch **Cancel**, and then reenter the information.
- Notes:**
- The shortcut name appears in the E-mail Shortcuts icon on the scanner home screen.
 - You can use the shortcut when e-mailing another document using the same settings.

E-mailing a document

You can use the printer to e-mail scanned documents to one or more recipients in a number of ways. You can type the e-mail address, use a shortcut number, or use the address book. You can also use the Multi Send or MyShortcut application from the scanner home screen. For more information, see [“Activating the home screen applications” on page 21](#).

Sending an e-mail using the touch screen

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

E-mail > Recipient

- 4 Enter the e-mail address, or press  and then enter the shortcut number.

To enter additional recipients, touch **Next Address**, and then enter the address or shortcut number you want to add.

Note: You can also enter an e-mail address using the address book.



- 5 Touch **Done > Send It**.

Sending an e-mail using a shortcut number

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 Press , enter the shortcut number using the keypad, and then touch .

To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add.

- 4 Touch **Send It**.

Sending an e-mail using the address book

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 From the home screen, navigate to:

E-mail > Recipient(s) >  > enter the name of recipient > Search

- 4 Touch the name of the recipients.

To enter additional recipients, touch **Next address**, and then enter the address or shortcut number you want to add, or search the address book.

- 5 Touch **Done**.

Customizing e-mail settings

Adding e-mail subject and message information

- 1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

- 3 From the home screen, navigate to:

E-mail > Recipient(s) > type the e-mail address > **Done**

- 4 Touch **Subject**, then type the e-mail subject, and then touch **Done**.

- 5 Touch **Message**, then type your message, and then touch **Done**.

Changing the output file type

- 1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.

- 3 From the home screen, navigate to:

E-mail > Recipient(s) > type the e-mail address > **Done** > **Send as**

- 4 Touch the button that represents the file type you want to send.

- **PDF**—Create a single file with multiple pages.
- **Secure PDF**—Create an encrypted PDF file that protects the file contents from unauthorized access.
- **TIFF**—Create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.

- **JPEG**—Create and attach a separate file for each page of your original document, viewable by most Web browsers and graphics programs.
- **XPS**—Create a single XML Paper Specification (XPS) file with multiple pages, viewable using an Internet Explorer-hosted viewer and the .NET Framework, or by downloading a third-party standalone viewer.

5 Touch  > **Send It.**

Note: If you selected Secure PDF, then you will be prompted to enter your password twice.

Canceling an e-mail

- When using the ADF, touch **Cancel Job** while **Scanning** appears.
- When using the scanner glass, touch **Cancel Job** while **Scanning** appears, or while **Scan the Next Page / Finish the Job** appears.

Understanding the e-mail options

Recipient(s)

This option lets you enter the recipient of your e-mail. You may enter multiple e-mail addresses.

Subject

This option lets you type a subject line for your e-mail.

Message

This option lets you type a message that will be sent with your scanned attachment.

File Name

This option lets you customize the attachment file name.

Original Size

This option lets you set the paper size of the documents you are going to e-mail. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Resolution

This option lets you adjust the output quality of your e-mail. Increasing the image resolution increases the e-mail file size and the time needed to scan your original document. Decreasing the image resolution reduces the file size.

Content

This option lets you set the original document type and source.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics, such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.
- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Select from the following content sources:

- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.
- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.
- **Photo/Film**—The original document is a photo from film.
- **Press**—The original document was printed using a printing press.

Save As Shortcut

This option lets you save the current settings as a shortcut by assigning a shortcut name.

Note: Selecting this option automatically assigns the next available shortcut number.

Darkness

This option lets you adjust how light or dark your scanned documents are in relation to the original document.

Send As

This option lets you set the output type for the scan image.

Select one of the following:

- **PDF**—Use this to create a single file with multiple pages.

Note: PDF is the factory default setting.

- **Secure PDF**—Use this to create an encrypted PDF file that protects the file contents from unauthorized access.
- **TIFF**—Use this to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu of the Embedded Web Server, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Use this to create and attach a separate file for each page of your original document.
- **XPS**—Use this to create a single XPS file with multiple pages.

Page Setup

This option lets you change the following settings:

- **Sides (Duplex)**—This specifies if the original document is printed on only one side or on both sides of the paper. This also identifies what needs to be scanned for inclusion in the e-mail.
- **Orientation**—This specifies the orientation of the original document, and then changes the Sides (Duplex) and Binding settings to match the orientation.
- **Binding**—This specifies if the original document is bound on the long-edge or short-edge side.

Scan Preview



This option displays the first page of the image before it is included in the e-mail. When the first page is scanned, the scanning is paused and a preview image appears.

Using the advanced options


Select from the following settings:

- **Fix Scan Skew**—This straightens scanned images that are slightly skewed when received from the ADF tray.
- **Advanced Imaging**—This adjusts the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you e-mail the document.
- **Custom Job**—This combines multiple scanning jobs into a single job.
- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove an equal area around all four sides of the paper, or pick a particular edge. Edge Erase will erase whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—This prints the transmission log or transmission error log.
- **Multifeed Sensor**—This detects when the ADF picks more than one sheet of paper at a time, and then displays an error message.

Faxing

Automatic document feeder (ADF)	Scanner glass
<div></div> <ul style="list-style-type: none">• Use the ADF for multiple-page documents.• Load letter- and A4- size documents into the ADF facedown, long edge first.• Load legal- and A3- size documents into the ADF facedown, short edge first.	<div></div> <p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p>

Setting up the scanner to fax

 **CAUTION—SHOCK HAZARD:** Do not use the fax feature during a lightning storm. Do not set up this product or make any electrical or cabling connections, such as the fax feature, power cord, or telephone, during a lightning storm.

Notes:

- The following connection methods are applicable only in select countries or regions.
- During the initial printer setup, clear the fax function check box and any other function you plan to set up later, and then press **Continue**.
- The indicator light may blink red if the fax function is enabled and not fully set up.

Warning—Potential Damage: Do not touch cables or the printer in the area shown while actively sending or receiving a fax.



Initial fax setup

Many countries and regions require outgoing faxes to contain the following information in a margin at the top or bottom of each transmitted page, or on the first page of the transmission: station name (identification of the business, other entity, or individual sending the message) and station number (telephone number of the sending fax machine, business, other entity, or individual).

To enter your fax setup information, use the scanner control panel, or use your browser to access the Embedded Web Server, and then enter the Settings menu.

Note: If you do not have a TCP/IP environment, then you must use the scanner control panel to enter your fax setup information.

Using the scanner control panel for fax setup

When the scanner is turned on for the first time or if the scanner has been off for an extended time, a series of start-up screens appear. If the scanner has fax capabilities, then the following screens appear:

Fax Name or Station Name

Fax Number or Station Number

- 1 When **Fax Name** or **Station Name** appears, enter the name to be printed on all outgoing faxes.
- 2 Touch **Submit**.
- 3 When **Fax Number** or **Station Number** appears, enter the printer fax number.
- 4 Touch **Submit**.

Using the Embedded Web Server for fax setup

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address of the scanner, then you can:

- View the IP address on the scanner control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

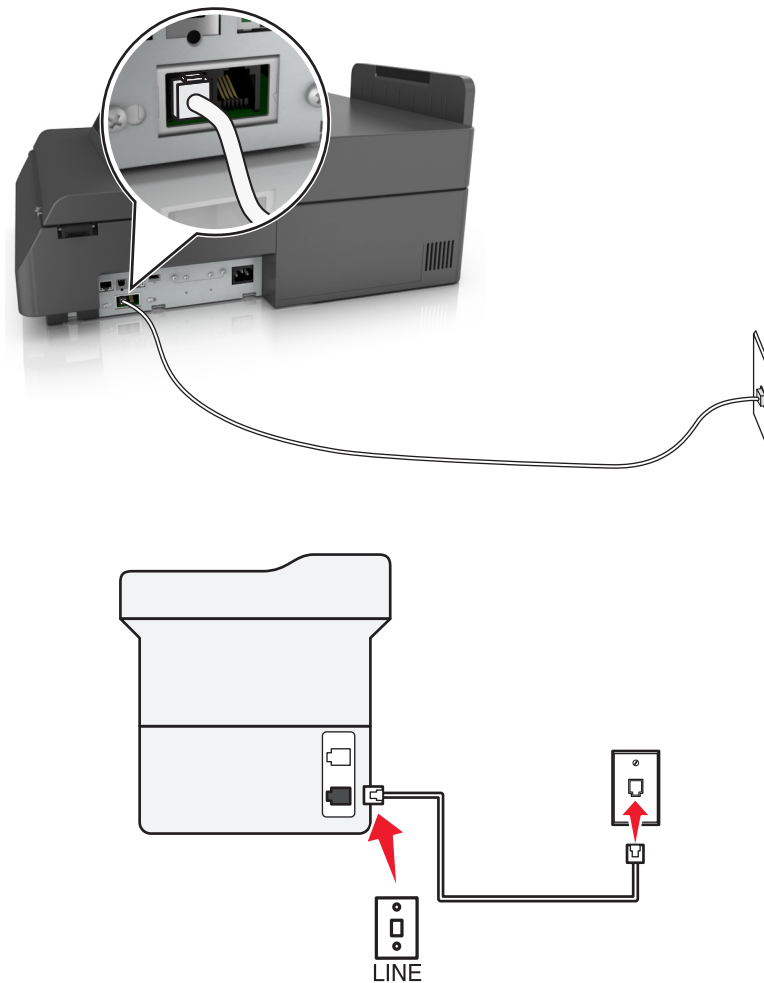
- 2 Click **Settings > Fax Settings > Analog Fax Setup**.
- 3 In the Fax Name or Station Name field, enter the name to be printed on all outgoing faxes.

- 4 In the Fax Number or Station Number field, enter the printer fax number.
- 5 Click **Submit**.


Choosing a fax connection

Scenario 1: Standard telephone line

Setup 1: Scanner is connected to a dedicated fax line



To connect:

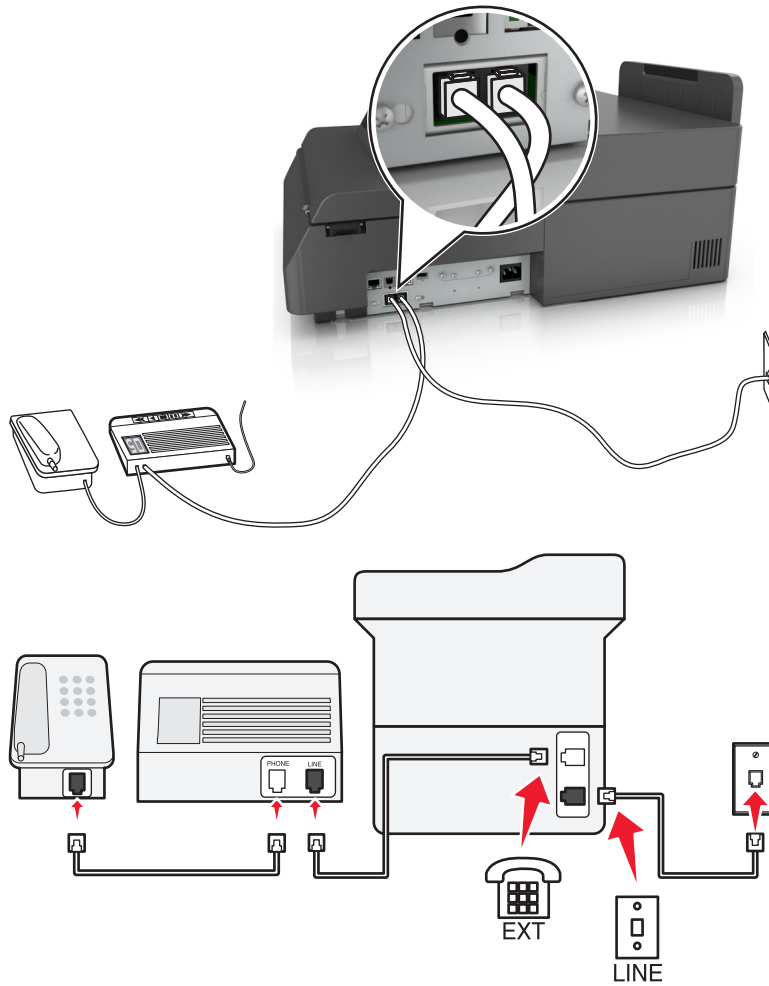
- 1 Connect one end of the telephone cable that came with the scanner to the  port of the scanner.
- 2 Connect the other end of the telephone cable to an active analog wall jack.



Tips for this setup:

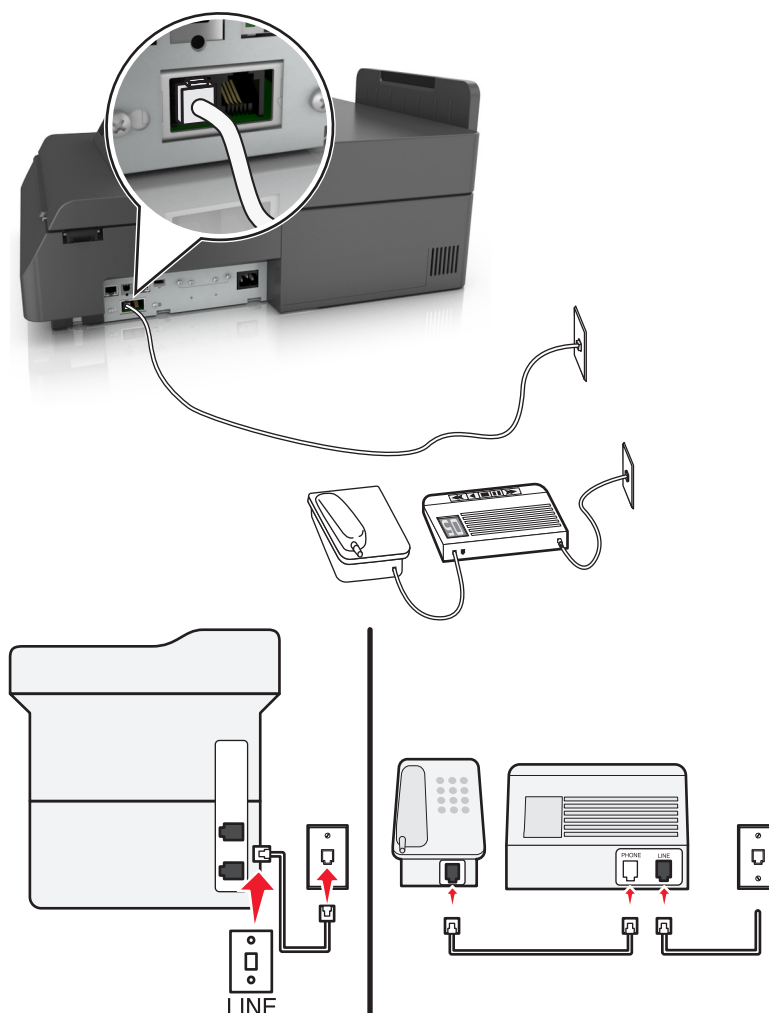
- You can set the scanner to receive faxes automatically (Auto Answer On) or manually (Auto Answer Off).
- If you want to receive faxes automatically (Auto Answer On), then set the scanner to pick up on any number of rings that you want.


Setup 2: Scanner is sharing the line with an answering machine

Connected to the same telephone wall jack

**To connect:**

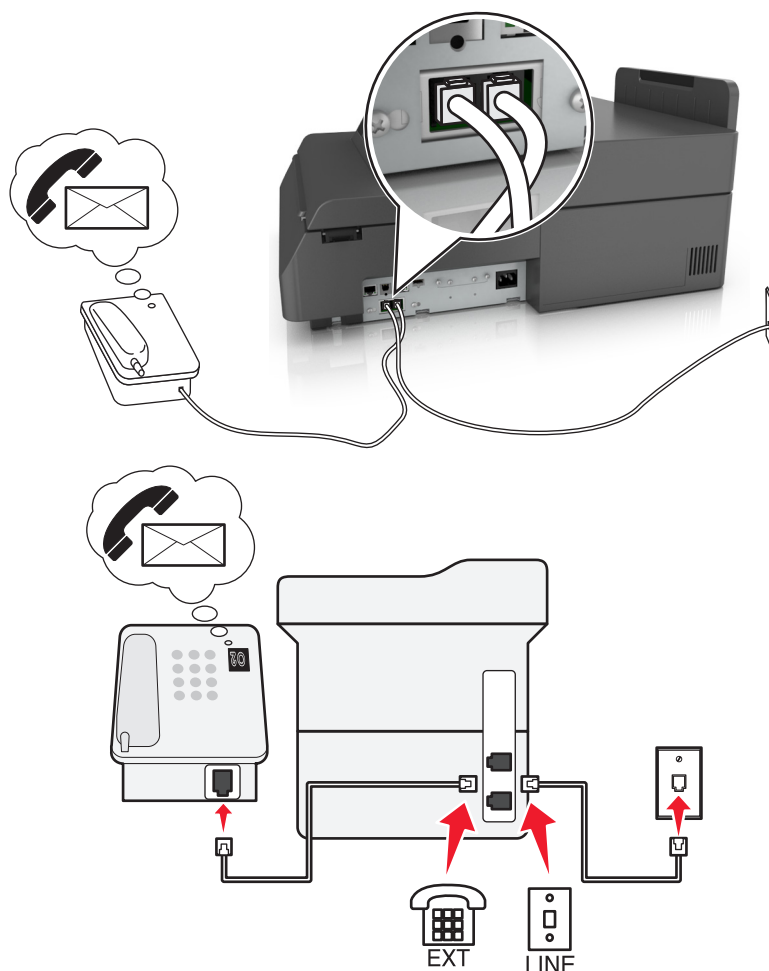
- 1 Connect one end of the telephone cable that came with the scanner to the  port of the scanner.
- 2 Connect the other end of the telephone cable to an active analog wall jack.
- 3 Connect the answering machine to the  port of the scanner.



Connected to different wall jacks**To connect:**

- 1 Connect one end of the telephone cable that came with the scanner to the  port of the scanner.
- 2 Connect the other end of the telephone cable to an active analog wall jack.

Tips for this setup:

- If you have only one telephone number on your line, then you need to set the scanner to receive faxes automatically (Auto Answer On).
- Set the scanner to pick up calls two rings after the answering machine. For example, if the answering machine picks up calls after four rings, then set the scanner to pick up after six rings. This way, the answering machine picks up calls first and your voice calls are received. If the call is a fax, then the scanner detects the fax signal on the line and takes over the call.
- If you subscribe to a distinctive ring service provided by your telephone company, then make sure that you set the correct ring pattern for the scanner. Otherwise, the scanner does not receive faxes even if you have set it to receive faxes automatically.

Setup 3: Scanner is sharing the line with a telephone subscribed to voice mail service**To connect:**

- 1 Connect one end of the telephone cable that came with the scanner to the  port of the scanner.
- 2 Connect the other end of the telephone cable to an active analog wall jack.
- 3 Connect the telephone to the  port of the scanner.

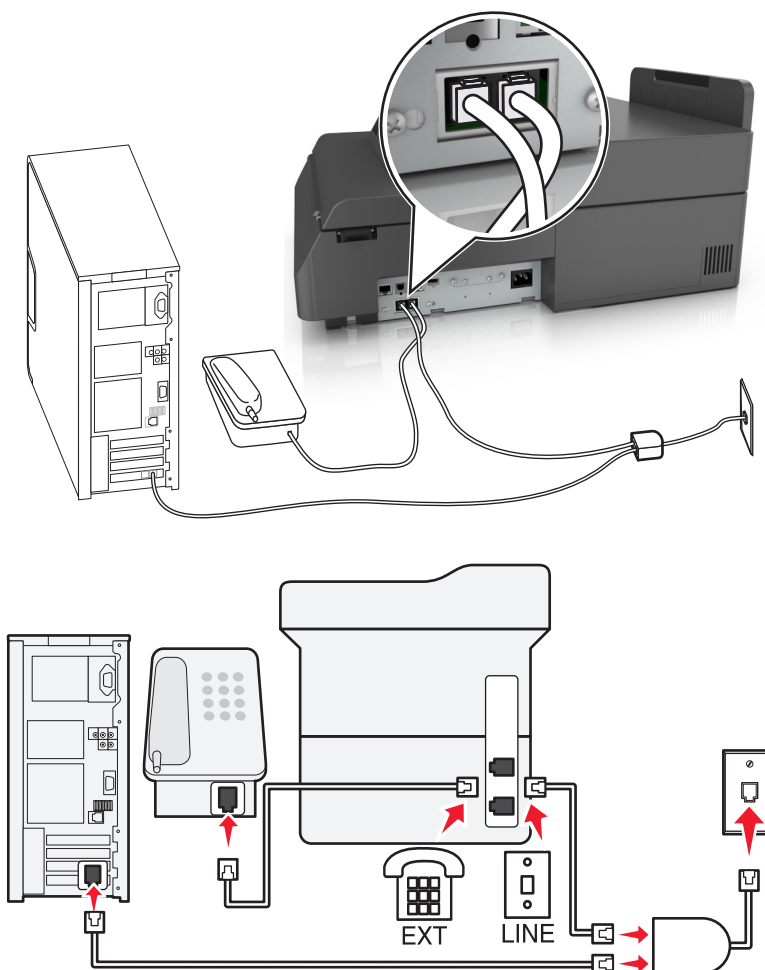
Tips for this setup:

- This setup works best if you subscribe to a distinctive ring service. If you have distinctive ring service, then make sure that you set the correct ring pattern for the scanner. Otherwise, the scanner does not receive faxes even if you have set it to receive faxes automatically.
- If you have only one telephone number on your line, then you need to set the scanner to receive faxes manually (Auto Answer Off).

When you answer the telephone and you hear fax tones, press ***9*** or the manual answer code on the telephone to receive the fax.

- You can also set the scanner to receive faxes automatically (Auto Answer On), but you need to turn off the voice mail service when you are expecting a fax. This setting works best if you are using voice mail more often than fax.



Scenario 2: Digital Subscriber Line (DSL)



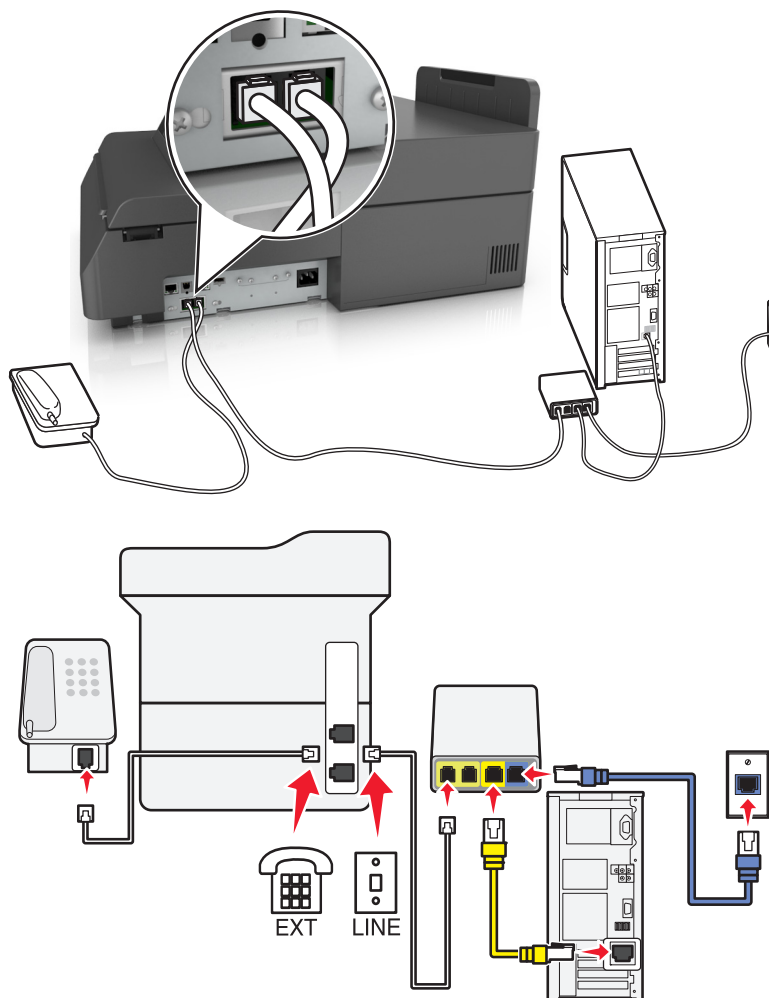
A Digital Subscriber Line splits your regular telephone line into two channels: voice and Internet. Telephone and fax signals travel through the voice channel, and Internet signals pass through the other channel. This way, you can use the same line for analog voice calls (including faxes) and digital Internet access.

To minimize interference between the two channels and ensure a quality connection, you need to install a DSL filter for the analog devices (fax machine, telephone, answering machine) in your network. Interference causes noise and static on the telephone, failed and poor quality faxes for the scanner, and slow Internet connection on your computer.


To install a filter for the scanner:

- 1 Connect the line port of the DSL filter to the wall jack.
- 2 Connect one end of the telephone cable that came with your scanner to the  port of the scanner. Connect the other end to the phone port on the DSL filter.
- 3 To continue using a computer for Internet access, connect the computer to the DSL HPN port on the DSL filter.
- 4 To connect a telephone to the scanner, remove any installed adapter plug from the  port of the scanner, and then connect the telephone to the port.


Scenario 3: VoIP telephone service



To connect:

- 1 Connect one end of the telephone cable that came with the scanner to the  port of the scanner.
- 2 Connect the other end of the cable to the port labeled **Phone Line 1** or **Phone Port** on the VoIP adapter.

Note: The port labeled **Phone Line 2** or **Fax Port** is not always active. VoIP providers may charge additional cost for the activation of the second phone port.

- 3 Connect the telephone to the  port of the scanner.

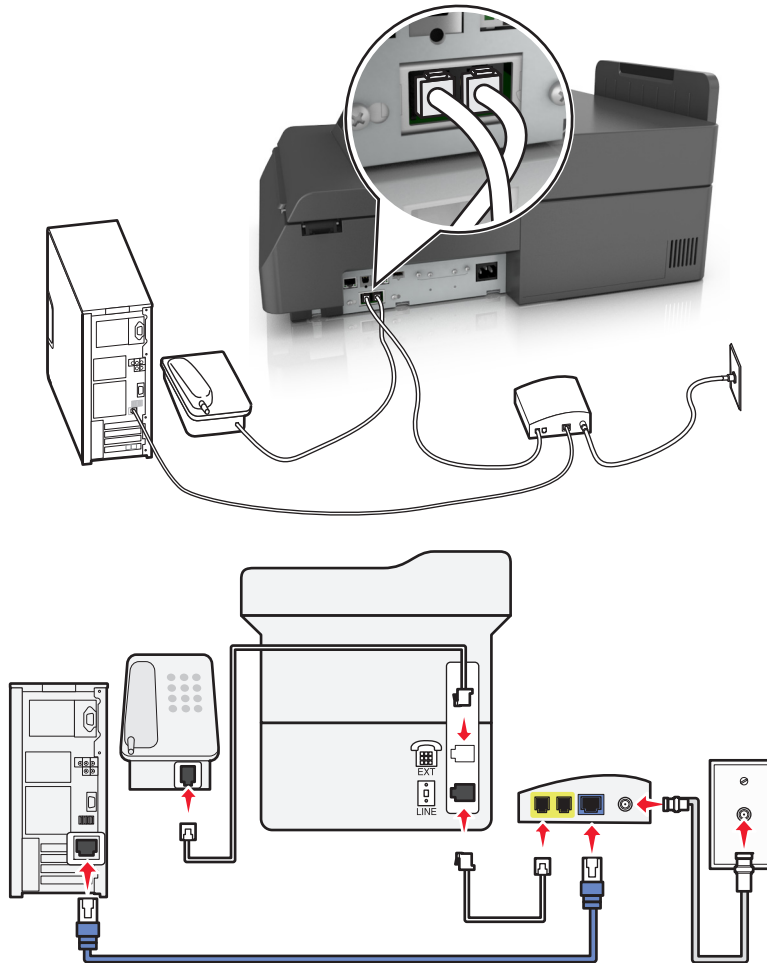
Tips for this setup:


- To make sure that the phone port on the VoIP adapter is active, plug an analog telephone into the phone port, and then listen for a dial tone. If you hear a dial tone, then the port is active.
- If you need two phone ports for your devices, but do not want to pay additional cost, then do not plug the scanner into the second phone port. You can use a phone splitter. Plug the phone splitter into the port labeled **Phone Line 1** or **Phone Port**, and then plug the scanner and telephone into the splitter.

Note: Make sure you use a phone splitter, not a line splitter. To make sure that you are using the correct splitter, plug an analog telephone into the splitter, and then listen for a dial tone.


Scenario 4: Digital telephone service through a cable provider

Setup 1: Scanner is connected directly to a cable modem



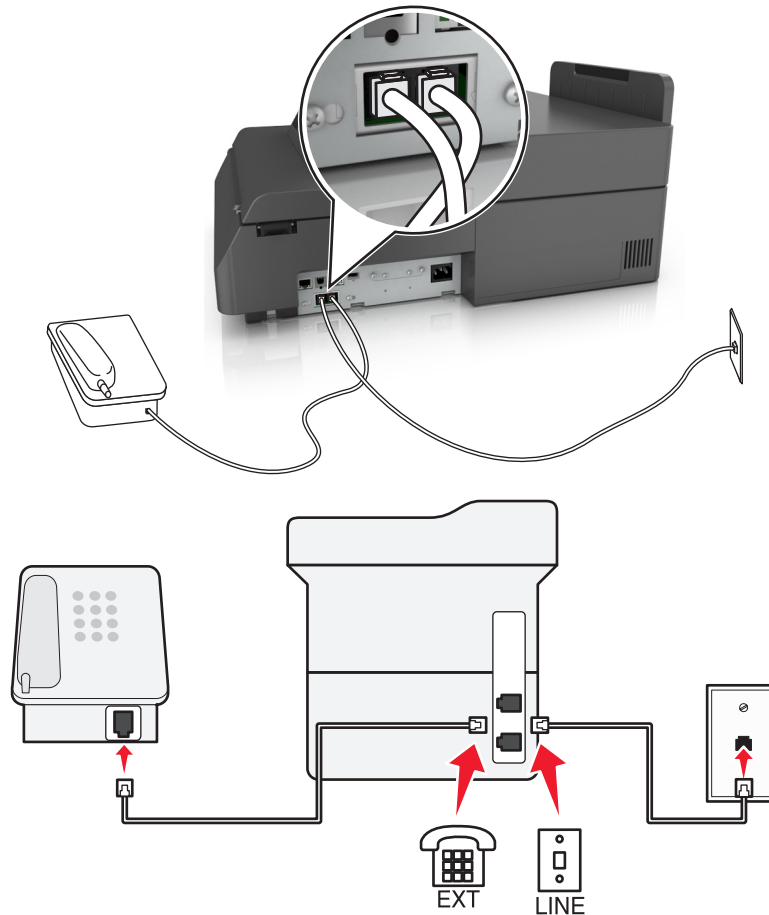
- 1 Connect one end of the telephone cable that came with your scanner to the  port of the scanner.
- 2 Connect the other end of the cable to the port labeled **Phone Line 1** or **Phone Port** on the cable modem.



Note: The port labeled **Phone Line 2** or **Fax Port** is not always active. VoIP providers may charge additional cost for the activation of the second phone port.

- 3 Connect your analog telephone to the  port of the scanner.

Notes:

- To make sure that the telephone port on the cable modem is active, plug an analog telephone into the telephone port, and then listen for a dial tone. If you hear a dial tone, then the port is active.
- If you need two telephone ports for your devices, but do not want to pay additional cost, then do not plug the scanner into the second telephone port. You can use a phone splitter. Plug the phone splitter into the port labeled **Phone Line 1** or **Phone Port**, and then plug the scanner and telephone into the splitter.
- Make sure you use a phone splitter, not a line splitter. To make sure that you are using the correct splitter, plug an analog telephone into the splitter, and then listen for a dial tone.

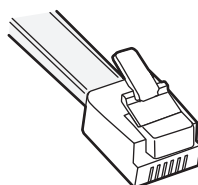
Setup 2: Scanner is connected to a wall jack; cable modem is installed elsewhere in the facility



- 1 Connect one end of the telephone cable that came with your scanner to the  port of the scanner.
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack.
- 3 Connect your analog telephone to the  port of the scanner.

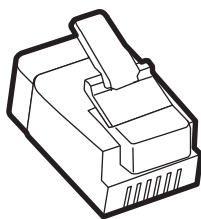
Scenario 5: Countries or regions with different telephone wall jacks and plugs

Some countries or regions may have different types of telephone wall jack connectors than those that came with the scanner. The standard wall jack adopted by most countries or regions is RJ-11. Your scanner comes with the RJ-11 jack and a telephone cable with the RJ-11 plug.

If the wall jack or equipment in your facility is not compatible with this type of connection, then you need to use a telephone adapter. An adapter for your country or region may not come with your scanner, and you may need to purchase it separately.

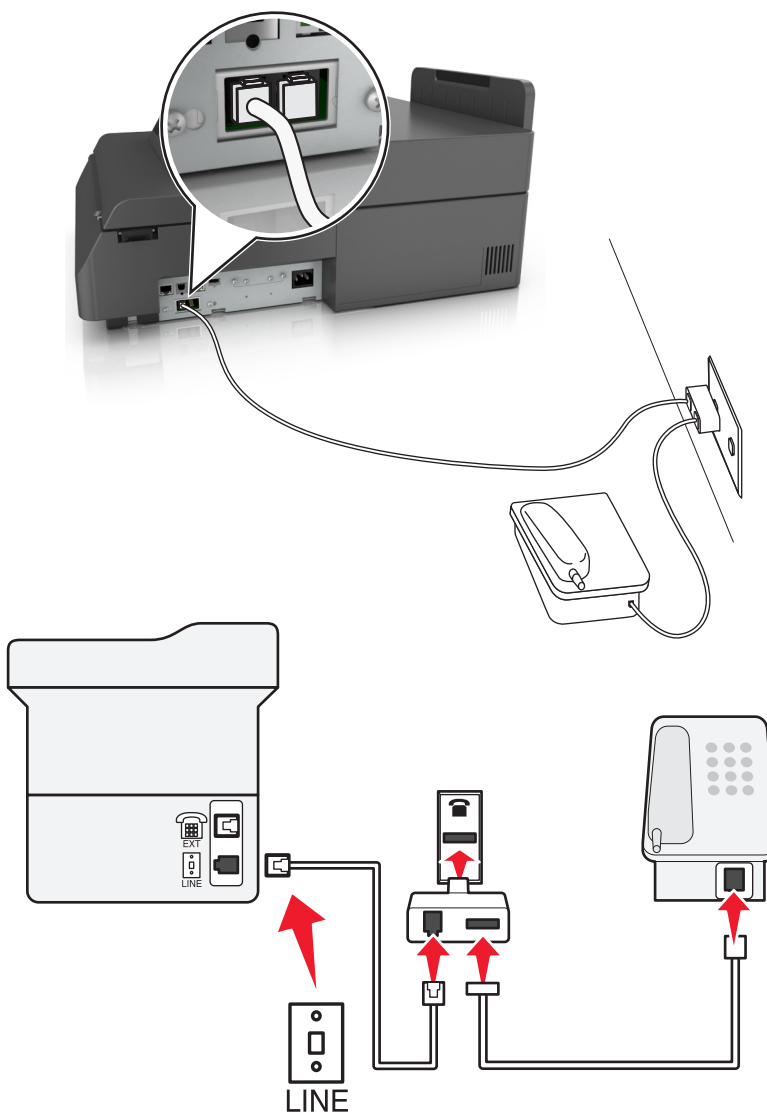



There may be an adapter plug installed in the  port of the scanner. If you are using a telephone adapter or a facility that has a cascaded or serial wiring scheme, then do not remove the adapter plug from the  port of the scanner.



Part name	Part number
Lexmark adapter plug	40X8519



Connecting the scanner to a non-RJ-11 wall jack



- 1 Connect one end of the telephone cable that came with scanner to the  port of the scanner.
- 2 Connect the other end of the cable to the RJ-11 adapter, and then connect the adapter to the wall jack.

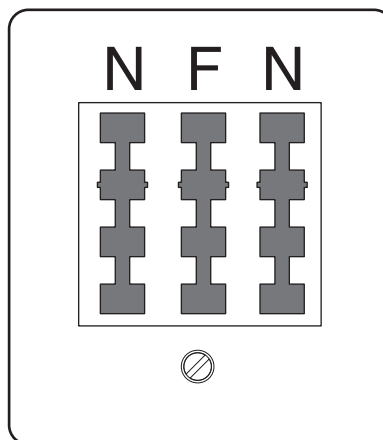
- 3** If you want to connect another device (telephone or answering machine) to the same wall jack, and if the device has a non-RJ-11 connector, then connect it directly to the telephone adapter.

Notes:

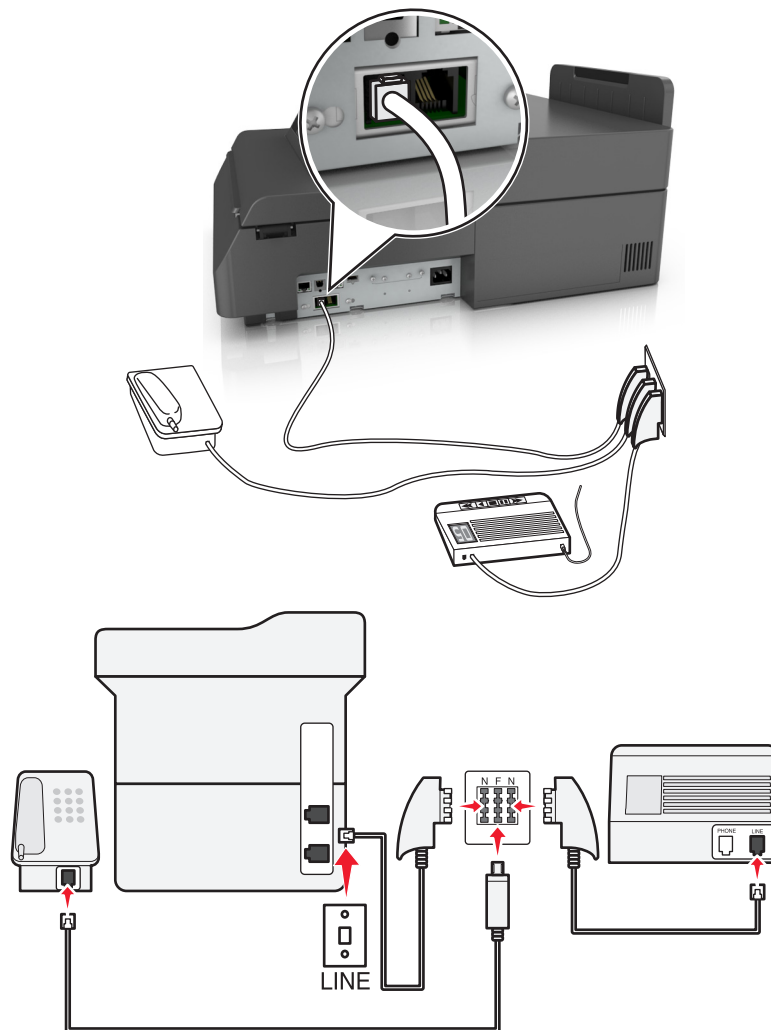
- The  port of the scanner may have an adapter plug for use with the adapter. Do *not* remove the plug from the  port of the scanner.
- In some countries or regions, the scanner may not come with a telephone adapter or an adapter plug.


Connecting the scanner to a wall jack in Germany


The German wall jack has two kinds of ports. The N ports are for fax machines, modems, and answering machines. The F port is for telephones.



Connect the scanner to any of the N ports.




- 1 Connect one end of the telephone cable that came the scanner to the  port of the scanner.
- 2 Connect the other end of the telephone cable to the RJ-11 adapter, and then connect the adapter to an N port.
- 3 If you want to connect a telephone and answering machine to the same wall jack, then connect the devices as shown.

Note: Do *not* remove the adapter plug from the  port of the scanner if you are connecting to a serial or cascaded telephone system.

Connecting to a distinctive ring service

A distinctive ring service may be available from your telephone company. This service lets you have multiple telephone numbers on one telephone line, with each telephone number having a different ring pattern. This may be useful for distinguishing between fax and voice calls. If you subscribe to a distinctive ring service, then follow these steps to connect the equipment:

- 1 Connect one end of the telephone cable that came with the scanner to the scanner LINE port .
- 2 Connect the other end of the telephone cable to an active analog telephone wall jack.



- 3 Change the distinctive rings setting to match the setting you want for the scanner to answer.

Note: The factory default setting for distinctive rings is On. This sets the scanner to answer single, double, and triple ring patterns.

- a From the home screen, navigate to:



> **Settings** > **Fax Settings** > **Analog Fax Setup**

- b From the Answer On field, select the distinctive rings setting you want, and then touch **Submit**.

Setting the outgoing fax or station name and number

- 1 Type the scanner IP address in the address field of your Web browser.
If you do not know the IP address of the scanner, then you can:
 - View the IP address on the scanner control panel in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.
- 2 Click **Settings** > **Fax Settings** > **Analog Fax Setup**.
- 3 In the Fax Name or Station Name field, enter the name to be printed on all outgoing faxes.
- 4 In the Fax Number or Station Number field, enter the printer fax number.
- 5 Click **Submit**.

Setting the date and time

You can set the date and time so that they are printed on every fax you send.

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings > Security > Set Date and Time**.

3 In the Manually Set Date & Time field, enter the current date and time.

4 Click **Submit**.

Note: It is recommended to use the network time.

Configuring the scanner to observe daylight saving time

The scanner can be set to automatically adjust for daylight saving time:

1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address of the scanner, then you can:

- View the IP address on the scanner control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

2 Click **Security > Set Date and Time**.

3 Select the **Automatically Observe DST** check box, and then enter the DST start and end dates in the Custom Time Zone Setup section.

4 Click **Submit**.

Sending a fax

You can use the scanner to send a fax to one or more recipients in a number of ways. You can type the e-mail address, use a shortcut number or use the address book. You can also use the Multi Send or MyShortcut application from the scanner home screen. For more information, see [“Activating the home screen applications” on page 21](#).

Sending a fax using the touch screen

1 Load an original document facedown into the ADF or on the scanner glass.


Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 On the home screen, touch **Fax**.

- 4 Enter the fax number or a shortcut using the touch screen or keypad.

To add recipients, touch **Next Number** and then enter the recipient's telephone number or shortcut number, or search the address book.

Note: To place a dial pause within a fax number, press . The dial pause appears as a comma in the “Fax to” box. Use this feature if you need to dial an outside line first.

- 5 Touch **Fax It**.

Sending a fax using the computer

The printer driver fax option allows you to “print to fax,” where the scanner will send a queued document as a fax rather than print it. The fax option functions as a normal fax machine, but is controlled through the printer driver instead of the scanner control panel.

- 1 With a document open, click **File > Print**.
- 2 Select the printer, and then navigate to:
Properties > Fax tab > Enable fax
- 3 Enter the recipient fax number in the “Fax number(s)” field.
Fax numbers can be entered manually or by using the Phone Book feature.
- 4 If necessary, enter a prefix in the Dialing prefix field.
- 5 Select the appropriate paper size and page orientation.
- 6 If you want to include a cover page with the fax, then select **Include cover page with fax**, and enter the appropriate information.
- 7 Click **OK**.

Notes:

- The Fax option is available for use only with the PostScript driver or the Universal Fax Driver. For information on installing these drivers, see the *Software and Documentation* CD.
- The Fax option must be configured and enabled in the PostScript driver under Configuration tab before it can be used.
- If the **Always display settings prior to faxing** check box is selected, then you will be prompted to verify the recipient information before the fax is sent. If this check box is cleared, then the queued document will be sent automatically as a fax when you click **OK** on the Fax tab.


Sending a fax using shortcuts

Fax shortcuts are just like the speed dial numbers on a telephone or fax machine. A shortcut number (1–99999) can contain a single recipient or multiple recipients.

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not place postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.


- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 Press , and then enter the shortcut number using the keypad.
- 4 Touch **Fax It**.

Sending a fax using the address book

The address book enables you to search for bookmarks and network directory servers.

Note: If the address book feature is not enabled, then contact your system support person.

- 1 Load an original document facedown into the ADF or on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Fax >  > **Search**
- 4 Using the virtual keyboard, type the name or part of the name of the person whose fax number you want to find.
Note: Do not attempt to search for multiple names at the same time.
- 5 Touch **Done** > **Fax It**.

Sending a fax at a scheduled time

- 1 Load an original document facedown into the ADF or on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Fax > enter the fax number > **Options** > **Delayed Send**
Note: If Fax Mode is set to Fax Server, then the Delayed Send button will not appear. Faxes waiting for transmission are listed in the Fax Queue.
- 4 Touch the arrows to adjust the time the fax will be transmitted.
The time is increased or decreased in increments of 30 minutes. If the current time is shown, then the left arrow is unavailable.
- 5 Touch **Fax It**.
Note: The document is scanned, and then faxed at the scheduled time.

Creating shortcuts

Creating a fax destination shortcut using the Embedded Web Server

Instead of entering the entire phone number of a fax recipient on the scanner control panel each time you want to send a fax, you can create a permanent fax destination and assign a shortcut number. A shortcut can be created to a single fax number or a group of fax numbers.

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address of the scanner, then you can:

- View the IP address on the scanner control panel in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or the menu settings pages and locate the IP address in the TCP/IP section.

- 2 Click **Settings > Manage Shortcuts > Fax Shortcut Setup**.

Note: A password may be required. If you do not have an ID and password, then get one from your system support person.

- 3 Type a unique name for the shortcut, and then enter the fax number.

To create a multiple-number shortcut, enter the fax numbers for the group.

Note: Separate each fax number in the group with a semicolon (;).

- 4 Assign a shortcut number.

If you enter a number that is already in use, then you are prompted to select another number.

- 5 Click **Add**.

Creating a fax destination shortcut using the touch screen

- 1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

- 2 If you are loading a document into the ADF, then adjust the paper guides.

- 3 On the home screen, touch **Fax**, and then enter the fax number.

To create a group of fax numbers, touch **Next number**, and then enter the next fax number.

- 4 Navigate to:



> type a name for the shortcut > **Done** > **OK** > **Fax It**

Customizing fax settings

Changing the fax resolution

Settings range from Standard (fastest speed) to Ultra Fine (slowest speed, best quality).

- 1 Load an original document facedown into the ADF or on the scanner glass.
Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.
- 2 If you are loading a document into the ADF, then adjust the paper guides.
- 3 From the home screen, navigate to:
Fax > enter the fax number > Options
- 4 From the Resolution area, touch the arrows to change to the resolution you want.
- 5 Touch **Fax It**.

Making a fax lighter or darker

- 1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.
Notes:
 - Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
 - The ADF indicator light comes on when the paper is loaded properly.
- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
- 3 From the home screen, navigate to:
Fax > enter the fax number > Options
- 4 Adjust the fax darkness, and then touch **Fax It**.

Viewing a fax log

- 1 Type the scanner IP address in the address field of your Web browser.
If you do not know the IP address or host name of the scanner, then you can:
 - View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
 - Print a network setup page or menu settings page and locate the information in the TCP/IP section.
- 2 Click **Settings > Reports > Fax Job Log** or **Fax Call Log**.

Blocking junk faxes

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

2 Click **Settings > Fax Settings > Analog Fax Setup > Block No Name Fax.**

Notes:

- This option blocks all incoming faxes that have a private caller ID or no fax station name.
- In the Banned Fax List field, enter the phone numbers or fax station names of specific fax callers you want to block.

Canceling an outgoing fax

Canceling a fax while the original documents are still scanning

- When using the ADF, touch **Cancel Job** while **Scanning...** appears.
- When using the scanner glass, touch **Cancel Job** while **Scanning...** appears or while **Scan the Next Page / Finish the Job** appears.

Canceling a fax after the original documents have been scanned to memory

1 On the home screen, touch **Cancel Jobs.**

The Cancel Jobs screen appears.

2 Touch the job or jobs you want to cancel.

Only three jobs appear on the screen; touch the down arrow until the job you want appears, and then touch the job you want to cancel.

3 Touch **Delete Selected Jobs.**

The Deleting Selected Jobs screen appears, the selected jobs are deleted, and then the home screen appears.

Holding and forwarding faxes

Holding faxes

This option lets you hold received faxes from printing until they are released. Held faxes can be released manually or at a scheduled day or time.

1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings > Fax Settings > Analog Fax Setup > Holding Faxes.**

- 3 From the Held Fax Mode menu, select one of the following:
 - **Off**
 - **Always On**
 - **Manual**
 - **Scheduled**
- 4 If you selected Scheduled, then continue with the following steps:
 - a Click **Fax Holding Schedule**.
 - b From the Action menu, select **Hold faxes**.
 - c From the Time menu, select the time you want the held faxes released.
 - d From the Day(s) menu, select the day you want the held faxes released.
- 5 Click **Add**.

Forwarding a fax

This option lets you print and forward received faxes to a fax number, e-mail address, FTP site, or LDSS.

- 1 Open a Web browser, and then type the printer IP address in the address field.

Notes:

- View the printer IP address on the printer home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings > Fax Settings**.
- 3 From the Fax Forwarding menu, select **Print**, **Print and Forward**, or **Forward**.
- 4 From the “Forward to” menu, select **Fax**, **E-mail**, **FTP**, **LDSS**, or **eSF**.
- 5 In the “Forward to Shortcut” field, enter the shortcut number where you want the fax forwarded.

Note: The shortcut number must be valid for the setting selected in the “Forward to” menu.
- 6 Click **Submit**.

Understanding the fax options

Resolution

This option lets you adjust the quality of the fax output. Increasing the image resolution increases the file size and the time needed to scan your original document. Decreasing the image resolution reduces the file size.

Select one of the following:

- **Standard**—Use this when faxing most documents.
- **Fine 200 dpi**—Use this when faxing documents with small prints.
- **Super fine 300 dpi**—Use this when faxing documents with fine details.
- **Ultra fine 600 dpi**—Use this when faxing documents with pictures or photos.

Darkness

This option lets you adjust how light or dark the faxes are in relation to the original document.

Page Setup

This option lets you change the following settings:

- **Sides (Duplex)**—This specifies if the original document is printed on one side or on both sides of the page (duplex). This also identifies what needs to be scanned for inclusion in the fax.
- **Orientation**—This specifies the orientation of the original document, and then changes the Sides (Duplex) and Binding settings to match the orientation.
- **Binding**—This specifies if the original document is bound on the long-edge or short-edge side.

Content

This option lets you specify the content type and source of the original document.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics, such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.
- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Select from the following content sources:

- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.
- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.
- **Photo/Film**—The original document is a photo from film.
- **Press**—The original document was printed using a printing press.

Delayed Send

This option lets you send a fax at a later time or date.

Scan Preview

This option displays the first page of the image before it is included in the fax. When the first page is scanned, the scanning is paused and a preview image appears.

Using the advanced options

Select from the following settings:



- **Fix Scan Skew**—This straightens scanned images that are slightly skewed when received from the ADF tray.
- **Advanced Imaging**—This adjusts the Background Removal, Color Balance, Color Dropout, Contrast, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you fax the document.
- **Custom Job**—This combines multiple scanning jobs into a single job.
- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove an equal area around all four sides of the paper, or pick a particular edge. Edge Erase erases whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—This prints the transmission log or transmission error log.
- **Multifeed Sensor**—This detects when the ADF picks more than one sheet of paper at a time, and then shows an error message.

Scanning

Using Scan to Network

Scan to Network lets you scan your documents to network destinations specified by your system support person. After the destinations (shared network folders) have been established on the network, the setup process for the application involves installing and configuring the application on the appropriate printer using its Embedded Web Server. For more information, see [“Setting up Scan to Network” on page 24.](#)

Scanning to an FTP address

Automatic document feeder (ADF)	Scanner glass
<div></div> <div><ul style="list-style-type: none">• Use the ADF for multiple-page documents.• Load letter- and A4- size documents into the ADF facedown, long edge first.• Load legal- and A3- size documents into the ADF facedown, short edge first.</div>	<div></div> <div><p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p></div>

The scanner lets you scan documents directly to a File Transfer Protocol (FTP) server. Only one FTP address may be sent to the server at a time.

When an FTP destination has been configured by your system support person, the name of the destination becomes available as a shortcut number or it is listed as a profile under the Held Jobs icon. An FTP destination could also be another PostScript printer; for example, a color document can be scanned, and then sent to a mono printer.

Creating shortcuts

Instead of entering the entire FTP site address on the scanner control panel each time you want to send a document to an FTP server, you can create a permanent FTP destination and assign a shortcut number. There are two methods for creating shortcut numbers: using the Embedded Web Server and using the scanner control panel.

Creating an FTP shortcut using the Embedded Web Server

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

2 Click **Settings**.

3 Under Other Settings, click **Manage Shortcuts**.

Note: A password may be required. If you do not have an ID and password, then get one from your system support person.

4 Click **FTP Shortcut Setup**.

5 Enter the appropriate information.

6 Enter a shortcut number.

If you enter a number that is already in use, then you are prompted to select another number.

7 Click **Add**.

Creating an FTP shortcut using the scanner control panel

1 From the scanner home screen, navigate to:

FTP > FTP > type the FTP address >  > type a name for the shortcut > Done

2 Verify that the shortcut name and number are correct, and then touch **OK**.

Notes:

- If the name or number is incorrect, then touch **Cancel**, and then reenter the information.
- If you enter a number that is already in use, then you are prompted to select another number.

Scanning to an FTP address

You can use the scanner to send scanned documents to an FTP address in a number of ways. You can type the FTP address, use a shortcut number, or use the address book. You can also use the Multi Send, Scan to Network, or MyShortcut application from the scanner home screen. For more information, see [“Activating the home screen applications” on page 21](#).

Scanning to an FTP address using the scanner control panel

1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

2 If you are loading a document into the ADF tray, then adjust the paper guides.

3 From the scanner control panel, navigate to:


FTP > FTP > type the FTP address > Done > Send It

Scanning to an FTP address using a shortcut number

- 1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
- 3 From the scanner control panel, press # on the keypad, and then enter the FTP shortcut number.
- 4 Touch  > **Send It.**


Scanning to an FTP using the address book

- 1 Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when the paper is loaded properly.

- 2 If you are loading a document into the ADF tray, then adjust the paper guides.
- 3 From the home screen, navigate to:



FTP > FTP >  > type the name of the recipient > Search

- 4 Touch the name of the recipient.

Note: To search for additional recipients, touch **New Search**, and then type the name of the next recipient.

- 5 Touch  > **Send It.**

Scanning to a computer or to a flash drive

ADF	Scanner glass
	
<ul style="list-style-type: none"> • Use the ADF for multiple-page documents. • Load letter- and A4- size documents into the ADF facedown, long edge first. • Load legal- and A3- size documents into the ADF facedown, short edge first. 	<p>Use the scanner glass for single pages, small items (such as postcards or photos), transparencies, photo paper, or thin media (such as magazine clippings).</p>

The scanner lets you scan documents directly to a computer or to a flash drive. The computer does not have to be directly connected to the printer for you to receive Scan to PC images. You can scan the document back to the computer over the network by creating a scan profile on the computer, and then downloading the profile to the printer.

Scanning to a computer using the Embedded Web Server

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Scan Profile > Create Scan Profile**.

- 3 Select your scan settings, and then click **Next**.

- 4 Select a location on your computer where you want to save the scan image.

- 5 Type a scan name.

Note: The scan name is the name that appears in the Scan Profile list on the display.

- 6 Click **Submit**.

Note: Clicking **Submit** automatically assigns a shortcut number. You can use this shortcut number when you are ready to scan your documents.

- 7 Review the instructions on the Scan Profile screen.

- a Load an original document facedown, long edge first into the ADF tray or facedown on the scanner glass.

Notes:

- Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass.
- The ADF indicator light comes on when paper is loaded properly.

b If you are loading a document into the ADF tray, then adjust the paper guides.

c Do either of the following:

- Press **#**, and then enter the shortcut number using the keypad.
The scanner scans and sends the document to the directory you specified.
- From the scanner home screen, navigate to:
Held Jobs > Profiles > locate your shortcut on the list.

8 View the file from the computer.

Note: The output file is saved in the location or launched in the program you specified.

Setting up Scan to Computer

Notes:

- This feature is supported only in Windows Vista or later.
- Make sure your computer and scanner are connected to the same network.

1 Open the printers folder, and then select your scanner.

Note: If your scanner is not in the list, then add your scanner.

2 Open the scanner properties, and then adjust the settings as necessary.

3 From the control panel, touch **Scan to Computer >** select the appropriate scan setting > **Send It**.

Scanning to a flash drive

1 Load an original document facedown into the ADF or on the scanner glass.

Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF. Place these items on the scanner glass.

2 If you are loading a document into the ADF, then adjust the paper guides.

3 Insert the flash drive into the USB port on the side of the scanner control panel.

The USB Drive home screen appears.

4 Select the destination folder, and then navigate to:

Scan to USB drive > adjust the scan settings > **Scan It**

Understanding the scan options

FTP

This option lets you enter the IP address for the FTP destination.

Note: An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.

File Name

This option lets you type a file name for the scan image.

Save As Shortcut

This option lets you save the current settings as a shortcut by assigning a shortcut name.

Note: Selecting this option automatically assigns the next available shortcut number.

Original Size

This option lets you set the paper size of the documents you are going to scan. When Original Size is set to Mixed Sizes, you can scan an original document that contains mixed paper sizes (letter- and legal-size pages).

Darkness

This option lets you adjust how light or dark the scanned documents are in relation to the original document.

Resolution

This option lets you adjust the output quality of your file. Increasing the image resolution increases the file size and the time needed to scan your original document. Decreasing the image resolution reduces the file size.

Send As

This option lets you set the output type for the scan image.

Select one of the following:

- **PDF**—Use to create a single file with multiple pages.
- **Secure PDF**—Use to create an encrypted PDF file that protects the file contents from unauthorized access.
- **TIFF**—Use to create multiple files or a single file. If Multi-page TIFF is turned off in the Settings menu, then TIFF saves one page in each file. The file size is usually larger than an equivalent JPEG.
- **JPEG**—Use to create and attach a separate file for each page of the original document.
- **XPS**—Use to create a single XPS file with multiple pages.

Content

This option lets you set the original document type and source.

Select from the following content types:

- **Graphics**—The original document is mostly business-type graphics, such as pie charts, bar charts, and animations.
- **Photo**—The original document is mostly a photo or an image.
- **Text**—The content of the original document is mostly text or line art.
- **Text/Photo**—The original document is a mixture of text, graphics, and photos.

Select from the following content sources:

- **Black/White Laser**—The original document was printed using a mono laser printer.
- **Color Laser**—The original document was printed using a color laser printer.
- **Inkjet**—The original document was printed using an inkjet printer.
- **Magazine**—The original document is from a magazine.
- **Newspaper**—The original document is from a newspaper.
- **Other**—The original document was printed using an alternate or unknown printer.
- **Photo/Film**—The original document is a photo from film.
- **Press**—The original document was printed using a printing press.

Page Setup

This option lets you change the following settings:

- **Sides (Duplex)**—This specifies if the original document is printed on only one side or on both sides of the paper.
- **Orientation**—This specifies the orientation of the original document, and then changes the Sides (Duplex) and Binding settings to match the orientation.
- **Binding**—This specifies if the original document is bound on the long-edge or short-edge side.

Scan Preview

This option displays the first page of the original document before it is scanned completely. When the first page is scanned, the scanning is paused and a preview image appears.

Using the advanced options

Select from the following settings:

- **Fix Scan Skew**—This straightens scanned images that are slightly skewed when received from the ADF tray.
- **Advanced Imaging**—This adjusts the Background Removal, Color Balance, Color Dropout, Contrast, JPEG Quality, Mirror Image, Negative Image, Scan Edge to Edge, Shadow Detail, Sharpness, and Temperature settings before you scan the document.
- **Custom Job**—This combines multiple scanning jobs into a single job.
- **Edge Erase**—This removes smudges or marks around the edges of a document. You can choose to remove an equal area around all four sides of the paper or pick a particular edge. This erases whatever is within the area selected, leaving nothing on that portion of the scan.
- **Transmission Log**—This prints the transmission log or transmission error log.
- **Multifeed Sensor**—This detects when the ADF picks more than one sheet of paper at a time, and then shows an error message.

Understanding the printer menus

Menus list

Paper Menu	Reports	Network/Ports	Security	Settings
Default Source	Menu Settings Page	Active NIC	Edit Security Setups	General Settings
Paper Size/Type	Device Statistics	Standard Network ¹	Miscellaneous Security Settings	Copy Settings
Configure MP	Network Setup Page	Standard USB	Confidential Print	Fax Settings
Substitute Size	Network [x] Setup Page	Parallel [x]	Erase Temporary Data Files	E-mail Settings
Paper Texture	Shortcut List	Serial [x]	Security Audit Log	FTP Settings
Paper Weight	Fax Job Log	SMTP Setup	Set Date and Time	Flash Drive Menu
Paper Loading	Fax Call Log			Print Settings
Custom Types	Copy Shortcuts			
Custom Names	E-mail Shortcuts			
Custom Scan Sizes	Fax Shortcuts			
Custom Bin Names	FTP Shortcuts			
Universal Setup	Profiles List			
Bin Setup	Print Fonts			
	Print Directory			
	Asset Report			
Help	Manage Shortcuts	Option Card Menu²		
Print All Guides	Fax Shortcuts	A list of installed DLEs (Download Emulators) appears.		
Copy Guide	E-mail Shortcuts			
E-mail Guide	FTP Shortcuts			
Fax Guide	Copy Shortcuts			
FTP Guide	Profile Shortcuts			
Print Defects Guide				
Information Guide				
Supplies Guide				

¹ Depending on the scanner setup, this menu appears as Standard Network or Network [x].

² This menu appears only when one or more DLEs are installed.

Supplies menu

Menu item	Description
Replace Supply Separator Pad Pick Roller	Provides the option to reset the supply counter for the separator pad and pick roller <ul style="list-style-type: none"> • Select Yes to reset the supply counter. • Select No to exit.
Separator Pad OK Replace	Shows the status of the separator pad
Pick Roller OK Replace	Shows the status of the pick roller

Paper menu

Default Source menu

Use	To
Default Source Tray [x] Multipurpose Feeder Manual Paper	Set a default paper source for all print jobs. Notes: <ul style="list-style-type: none"> • Tray 1 (standard tray) is the factory default setting. • From the Paper menu, set Configure MP to "Cassette" for Multipurpose Feeder to appear as a menu setting. • If two trays contain paper of the same size and type, and the trays have the same settings, then the trays are automatically linked. When one tray is empty, the print job continues using the linked tray.

Configure MP menu

Use	To
Configure MP Cassette Manual First	Determine when the printer selects paper from the multipurpose feeder. Notes: <ul style="list-style-type: none"> • Cassette is the factory default setting. Cassette configures the multipurpose feeder as the automatic paper source. • Manual sets the multipurpose feeder only for manual-feed print jobs. • First configures the multipurpose feeder as the primary paper source.

Paper Size/Type menu

Use	To
Tray [x] Size A4 A5 A6 JIS-B5 Letter Legal Executive Oficio (Mexico) Folio Statement Universal 7 3/4 Envelope 9 Envelope 10 Envelope DL Envelope C5 Envelope B5 Envelope Other Envelope	Specify the paper size loaded in each tray. Notes: <ul style="list-style-type: none"> • Letter is the U.S. factory default setting. A4 is the international factory default setting. • If two trays contain paper of the same size and type, and the trays have the same settings, then the trays are automatically linked. The multipurpose feeder may also be linked. When one tray is empty, the print job continues using the linked tray. • The A6 paper size is supported only in Tray 1 and in the multipurpose feeder. • Some menu settings are available only in select printer models.
Tray [x] Type Plain Paper Card Stock Transparency Recycled Labels Vinyl Labels Bond Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]	Specify the type of paper loaded in each tray. Notes: <ul style="list-style-type: none"> • Plain Paper is the factory default setting for Tray 1. Custom Type [x] is the factory default setting for all other trays. • If available, a user-defined name will appear instead of Custom Type [x]. • Use this menu to configure automatic tray linking.
Note: Only installed trays and the multipurpose feeder are listed in this menu.	

Use	To
MP Feeder Size A4 A5 A6 JIS B5 Letter Legal Executive Oficio (Mexico) Folio Statement Universal 7 3/4 Envelope 9 Envelope 10 Envelope DL Envelope C5 Envelope B5 Envelope Other Envelope	Specify the paper size loaded in the multipurpose feeder. Notes: <ul style="list-style-type: none"> • Letter is the U.S. factory default setting. A4 is the international factory default setting. • From the Paper menu, set Configure MP to “Cassette” for MP Feeder Size to appear as a menu. • The multipurpose feeder does not automatically detect paper size. The paper size value must be set. • Some menu settings are available only in select printer models.
MP Feeder Type Plain Paper Card Stock Transparency Recycled Labels Vinyl Labels Bond Envelope Rough Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]	Specify the paper type loaded in the multipurpose feeder. Notes: <ul style="list-style-type: none"> • Plain Paper is the factory default setting. • From the Paper menu, set Configure to “Cassette” for MP Feeder Type to appear as a menu. • Some menu settings are available only in select printer models.
Note: Only installed trays and the multipurpose feeder are listed in this menu.	

Use	To
Manual Paper Size A4 A5 A6 JIS B5 Letter Legal Executive Oficio (Mexico) Folio Statement Universal	Specify the size of the paper being manually loaded. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.
Manual Paper Type Plain Paper Card Stock Transparency Recycled Labels Vinyl Labels Bond Envelope Rough Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x]	Specify the paper type being manually loaded. Notes: <ul style="list-style-type: none"> • Plain Paper is the factory default setting. • From the Paper menu, set Configure MP to “Manual” for Manual Paper Type to appear as a menu. • Some menu settings are available only in select printer models.
Manual Envelope Size 7 3/4 Envelope 9 Envelope 10 Envelope DL Envelope C5 Envelope B5 Envelope Other Envelope	Specify the envelope size being manually loaded. Notes: <ul style="list-style-type: none"> • 10 Envelope is the U.S. factory default setting. DL Envelope is the international factory default setting. • This menu is supported only in select printer models.
Manual Envelope Type Envelope Rough Envelope Custom Type [x]	Specify the envelope type being manually loaded. Notes: <ul style="list-style-type: none"> • Envelope is the factory default setting. • This menu is supported only in select printer models.
Note: Only installed trays and the multipurpose feeder are listed in this menu.	

Use	To
Default ADF Media Type Plain Paper Card Stock Transparency Recycled Labels Bond Envelope Rough Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom [x]	Specify the media type being loaded in the ADF. Notes: <ul style="list-style-type: none"> • Plain Paper is the factory default setting. • Some menu settings are available only in select printer models.
Note: Only installed trays and the multipurpose feeder are listed in this menu.	

Substitute Size menu

Use	To
Substitute Size Off Statement/A5 Letter/A4 All Listed	Substitute a specified paper size if the requested paper size is not available. Notes: <ul style="list-style-type: none"> • All Listed is the factory default setting. All available substitutions are allowed. • Off indicates that no size substitutions are allowed. • Setting a size substitution lets the print job continue without Change Paper appearing.

Paper Texture menu

Use	To
Plain Texture Smooth Normal Rough	Specify the relative texture of the plain paper loaded in a specific tray. Note: Normal is the factory default setting.
Card Stock Texture Smooth Normal Rough	Specify the relative texture of the card stock loaded in a specific tray. Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • These options appear only if card stock is supported.

Use	To
Transparency Texture Smooth Normal Rough	Specify the relative texture of the transparencies loaded in a specific tray. Note: Normal is the factory default setting.
Recycled Texture Smooth Normal Rough	Specify the relative texture of the recycled paper loaded in a specific tray. Note: Normal is the factory default setting.
Labels Texture Smooth Normal Rough	Specify the relative texture of the labels loaded in a specific tray. Note: Normal is the factory default setting.
Vinyl Labels Texture Smooth Normal Rough	Specify the relative texture of the vinyl labels loaded in a specific tray. Note: Normal is the factory default setting.
Bond Texture Smooth Normal Rough	Specify the relative texture of the bond paper loaded in a specific tray. Note: Rough is the factory default setting.
Envelope Texture Smooth Normal Rough	Specify the relative texture of the envelopes loaded in a specific tray. Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • This menu is supported only in select printer models.
Rough Envelope Texture Rough	Specify the relative texture of the rough envelopes loaded in a specific tray. Notes: <ul style="list-style-type: none"> • Rough is the factory default setting. • This menu is supported only in select printer models.
Letterhead Texture Smooth Normal Rough	Specify the relative texture of the letterhead loaded in a specific tray. Note: Normal is the factory default setting.
Preprinted Texture Smooth Normal Rough	Specify the relative texture of the preprinted paper loaded in a specific tray. Note: Normal is the factory default setting.
Colored Texture Smooth Normal Rough	Specify the relative texture of the colored paper loaded in a specific tray. Note: Normal is the factory default setting.

Use	To
Light Texture Smooth Normal Rough	Specify the relative texture of the light paper loaded in a specific tray. Note: Normal is the factory default setting.
Heavy Texture Smooth Normal Rough	Specify the relative texture of the heavy paper loaded in a specific tray. Note: Normal is the factory default setting.
Rough/Cotton Texture Rough	Specify the relative texture of the rough or cotton paper loaded in a specific tray. Note: Rough is the factory default setting.
Custom [x] Texture Smooth Normal Rough	Specify the relative texture of the custom paper loaded in a specific tray. Note: Normal is the factory default setting.

Paper Weight menu

Use	To
Plain Weight Light Normal Heavy	Specify the relative weight of the plain paper loaded. Note: Normal is the factory default setting.
Card Stock Weight Light Normal Heavy	Specify the relative weight of the card stock loaded. Note: Normal is the factory default setting.
Transparency Weight Light Normal Heavy	Specify the relative weight of the transparencies loaded. Note: Normal is the factory default setting.
Recycled Weight Light Normal Heavy	Specify the relative weight of the recycled paper loaded. Note: Normal is the factory default setting.
Labels Weight Light Normal Heavy	Specify the relative weight of the labels loaded. Note: Normal is the factory default setting.
Vinyl Labels Weight Light Normal Heavy	Specify the relative weight of the vinyl labels loaded. Note: Normal is the factory default setting.

Use	To
Bond Weight Light Normal Heavy	Specify the relative weight of the bond paper loaded. Note: Normal is the factory default setting.
Envelope Weight Light Normal Heavy	Specify the relative weight of the envelope loaded. Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • This menu is supported only in select printer models.
Rough Envelope Weight Light Normal Heavy	Specify the relative weight of the rough envelope loaded. Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • This menu is supported only in select printer models.
Letterhead Weight Light Normal Heavy	Specify the relative weight of the letterhead loaded. Note: Normal is the factory default setting.
Preprinted Weight Light Normal Heavy	Specify the relative weight of the preprinted paper loaded. Note: Normal is the factory default setting.
Colored Weight Light Normal Heavy	Specify the relative weight of the colored paper loaded. Note: Normal is the factory default setting.
Light Weight Light	Specify that the weight of the paper loaded is light.
Heavy Weight Heavy	Specify that the weight of the paper loaded is heavy.
Rough/Cotton Weight Light Normal Heavy	Specify the relative weight of the cotton or rough paper loaded. Note: Normal is the factory default setting.
Custom [x] Weight Light Normal Heavy	Specify the relative weight of the custom paper loaded. Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. • The options appear only when the custom type is supported.

Paper Loading menu

Use	To
Card Stock Loading Duplex Off	Determine and set two-sided printing for all print jobs with Card Stock as the paper type.
Recycled Loading Duplex Off	Determine and set two-sided printing for all print jobs with Recycled as the paper type.
Labels Loading Duplex Off	Determine and set two-sided printing for all print jobs with Labels as the paper type.
Vinyl Labels Loading Duplex Off	Determine and set two-sided printing for all print jobs with Vinyl Labels as the paper type.
Bond Loading Duplex Off	Determine and set two-sided printing for all print jobs with Bond as the paper type.
Letterhead Loading Duplex Off	Determine and set two-sided printing for all print jobs with Letterhead as the paper type.
Preprinted Loading Duplex Off	Determine and set two-sided printing for all print jobs with Preprinted as the paper type.
Colored Loading Duplex Off	Determine and set two-sided printing for all print jobs with Colored as the paper type.
Light Loading Duplex Off	Determine and set two-sided printing for all print jobs with Light as the paper type.
Heavy Loading Duplex Off	Determine and set two-sided printing for all print jobs with Heavy as the paper type.
Rough/Cotton Loading Duplex Off	Determine and set two-sided printing for all print jobs with Rough or Cotton as the paper type.
Notes: <ul style="list-style-type: none"> • Off is the factory default setting for all Paper Loading menu selections. • Duplex sets the printer default to two-sided printing for every print job unless one-sided printing is selected from Print Properties or the print dialog, depending on your operating system. 	

Use	To
Custom [x] Loading Duplex Off	Determine and set two-sided printing for all print jobs with Custom [x] as the paper type. Note: Custom [x] Loading is available only when the custom type is supported.
Notes: <ul style="list-style-type: none"> Off is the factory default setting for all Paper Loading menu selections. Duplex sets the printer default to two-sided printing for every print job unless one-sided printing is selected from Print Properties or the print dialog, depending on your operating system. 	

Custom Types menu

Use	To
Custom Type [x] Paper Card Stock Transparency Rough/Cotton Labels Vinyl Labels Envelope	Associate a paper or specialty media type with a factory default custom type name or a user-defined custom name created from the Embedded Web Server or from MarkVision™ Professional. Notes: <ul style="list-style-type: none"> Paper is the factory default setting. The custom media type must be supported by the selected tray or multipurpose feeder in order to print from that source.
Recycled Paper Card Stock Transparency Rough/Cotton Labels Vinyl Labels Envelope	Specify a paper type when Recycled is selected in other menus. Notes: <ul style="list-style-type: none"> Paper is the factory default setting. The custom media type must be supported by the selected tray or multipurpose feeder in order to print from that source.

Custom Names menu

Use	To
Custom Name [x]	Specify a custom name for a paper type. This name replaces Custom Type [x] in the printer menus.

Custom Scan Sizes menu

Use	To
Custom Scan Size [x] Scan Size Name Media Type ADF Media Type Plain Paper Card Stock Transparency Recycled Labels Vinyl Labels Bond Envelope Rough Envelope Letterhead Preprinted Colored Paper Light Paper Heavy Paper Rough/Cotton Custom Type [x] Width 1–8.5 in. (25–216 mm) Height 1–25 in. (25–635.0 mm) Orientation Portrait Landscape 2 scans per side Off On	<p>Specify a custom scan size name, scan sizes, and options. The custom scan size name replaces Custom Scan Size [x] in the scanner menus.</p> <p>Notes:</p> <ul style="list-style-type: none"> • ADF Media Type is the factory default setting for custom scan sizes 3, 4, 5, and 6. • Rough/Cotton is the factory default setting for custom scan sizes 1 and 2. • 8.5 in. is the U.S. factory default setting for Width. 210 mm is the international factory default setting. • 14 in. is the U.S. factory default setting for Height. 297 mm is the international factory default setting. • Portrait is the factory default setting for Orientation. • Off is the factory default setting for “2 scans per side.” • Envelope and Rough Envelope are supported only in select printer models.

Custom Bin Names menu

Use	To
Standard Bin	Specify a custom name for the standard bin.
Bin [x]	Specify a custom name for Bin [x].

Universal Setup menu

Use	To
Units of Measure Inches Millimeters	Identify the units of measure. Notes: <ul style="list-style-type: none"> • Inches is the US factory default setting. • Millimeters is the international factory default setting.
Portrait Width 3–8.5 inches 76–216 mm	Set the portrait width. Notes: <ul style="list-style-type: none"> • If the width exceeds the maximum, then the printer uses the maximum width allowed. • 8.5 inches is the US factory default setting. You can increase the width in 0.01-inch increments. • 216 mm is the international factory default setting. You can increase the width in 1-mm increments.
Portrait Height 3–14.17 inches 76–360 mm	Set the portrait height. Notes: <ul style="list-style-type: none"> • If the height exceeds the maximum, then the printer uses the maximum height allowed. • 14 inches is the US factory default setting. You can increase the height in 0.01-inch increments. • 356 mm is the international factory default setting. You can increase the height in 1-mm increments.
Feed Direction Short Edge Long Edge	Specify the feed direction if the paper can be loaded in either direction. Notes: <ul style="list-style-type: none"> • Short Edge is the factory default setting. • Long Edge appears only when the longest edge is shorter than the maximum width supported in the tray.

Bin Setup menu

Use	To
Output Bin Standard Bin Bin [x]	Specify the default bin. Notes: <ul style="list-style-type: none"> • If multiple bins are assigned the same name, then the name appears only once in the menu. • Standard Bin is the factory default setting. • [x] can be any number between 1 and 4 if the appropriate optional bins are installed.

Use	To
Configure Bins Mailbox Link Mail Overflow Link Optional Type Assignment	Specify configuration options for bins. Notes: <ul style="list-style-type: none"> • Mailbox is the factory default setting. This treats each bin as a separate mailbox. • Link configures all available bins as one large bin. • Mail Overflow configures each bin as a separate mailbox. • Link Optional links together all available bins except the standard bin and only appears when at least two optional bins are installed. • Type Assignment assigns each paper type to a bin or linked bin set. • Bins assigned the same name are automatically linked unless Link Optional is selected.
Overflow Bin Standard Bin Bin [x]	Specify an alternative bin when a designated bin is full. Notes: <ul style="list-style-type: none"> • Standard Bin is the factory default setting. • If multiple bins are assigned the same name, then the name only appears once in the bin list. • [x] can be any number between 1 and 4 if the appropriate optional bins are installed.
Assign Type/Bin Plain Paper Bin Card Stock Bin Transparency Bin Recycled Bin Labels Bin Vinyl Labels Bin Bond Bin Envelope Bin Rough Envelope Bin Letterhead Bin Preprinted Bin Colored Bin Light Paper Bin Heavy Paper Bin Rough/Cotton Bin Custom [x] Bin	Select a bin for each supported paper type. For each type, select from the following options: Disabled Standard Bin Bin [x] Notes: <ul style="list-style-type: none"> • Disabled is the factory default setting. • [x] can be any number between 1 and 4 if the appropriate optional bins are installed. • If multiple bins are assigned the same name, then the name appears only once in the bin list.

Reports menu

Reports menu

Menu item	Description
Menu Settings Page	Prints a report containing information about the paper loaded into trays, installed memory, total page count, alarms, timeouts, scanner control panel language, TCP/IP address, status of supplies, status of the network connection, and other information
Device Statistics	Prints a report containing printer statistics such as supply information and details about printed pages
Network Setup Page	Prints a report containing information about the network scanner settings, such as the TCP/IP address information Note: This menu appears only in network scanners or scanners connected to print servers.
Network [x] Setup Page	Prints a report containing information about the network scanner settings, such as the TCP/IP address information Notes: <ul style="list-style-type: none"> • This menu appears only when there is more than one network option installed. • This menu appears only in network scanners or scanners connected to print servers.
Shortcut List	Prints a report containing information about configured shortcuts
Fax Job Log	Prints a report containing information about the last 200 completed faxes Note: This menu appears only when Enable Job Log is set to On in the Fax Settings menu.
Fax Call Log	Prints a report containing information about the last 100 attempted, received, and blocked calls Note: This menu appears only when Enable Job Log is set to On in the Fax Settings menu.
Copy Shortcuts	Prints a report containing information about copy shortcuts
E-mail Shortcuts	Prints a report containing information about e-mail shortcuts
Fax Shortcuts	Prints a report containing information about fax shortcuts
FTP Shortcuts	Prints a report containing information about FTP shortcuts
Profiles List	Prints a list of profiles stored in the scanner
Print Fonts	Prints a report of all the fonts available for the language currently set in the scanner

Menu item	Description
Print Directory	Prints a list of all the resources stored on an optional flash memory card or scanner hard disk Notes: <ul style="list-style-type: none"> • Job Buffer Size must be set to 100%. • Make sure the optional flash memory or scanner hard disk is installed correctly and working.
Asset Report	Prints a report containing asset information including the scanner serial number and model name. The report contains text and UPC barcodes that can be scanned into an asset database.

Network/Ports menu

Active NIC menu

Menu item	Description
Active NIC Auto [list of available network cards]	Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • This menu item appears only if an optional network card is installed.

Standard Network or Network [x] menu

Note: Only active ports appear in this menu; all inactive ports are omitted.

Menu item	Description
PCL SmartSwitch On Off	Sets the scanner to automatically switch to PCL emulation when a print job requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When Off is used, the scanner does not examine incoming data. The scanner uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the scanner to automatically switch to PS emulation when a print job requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When Off is used, the scanner does not examine incoming data. The scanner uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off.

Menu item	Description
NPA Mode Auto Off	Sets the scanner to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Network Buffer Auto 3KB to [maximum size allowed]	Sets the size of the network input buffer Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • The value can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the scanner, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Network Buffer, disable or reduce the size of the parallel, serial, and USB buffers. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Job Buffering Off On Auto	Temporarily stores print jobs on the scanner hard disk before printing. This menu only appears if a formatted disk is installed. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • On buffers print jobs on the scanner hard disk. • Auto buffers print jobs only if the scanner is busy processing data from another input port. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Mac Binary PS Auto On Off	Sets the scanner to process Macintosh binary PostScript print jobs Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Off filters print jobs using the standard protocol. • On processes raw binary PostScript print jobs.

Menu item	Description
Standard Network Setup Reports Network Card TCP/IP IPv6 Wireless AppleTalk	Displays and sets network settings Note: The Wireless menu appears only when the scanner is connected to a wireless network.
Network [x] Setup Reports Network Card TCP/IP IPv6 Wireless AppleTalk	

Reports menu

To access the menu, navigate to either of the following:

- **Network/Ports > Standard Network > Standard Network Setup > Reports**
- **Network/Ports > Network [x] > Network [x] Setup > Reports**

Use	To
Print Setup Page	Print a report containing information about the network printer settings, such as the TCP/IP address.

Network Card menu

To access the menu, navigate to either of the following:

- **Network/Ports > Standard Network > Standard Network Setup > Network Card**
- **Network/Ports > Network [x] > Network [x] Setup > Network Card**

Use	To
View Card Status Connected Disconnected	View the connection status of the wireless network adapter.
View Card Speed	View the speed of an active wireless network adapter.
Network Address UAA LAA	View the network addresses.

Use	To
Job Timeout 0, 10–225 seconds	Set the amount of time it takes for a network print job to be canceled. Notes: <ul style="list-style-type: none"> • “90 seconds” is the factory default setting. • A setting value of 0 disables the timeout. • If a value between 1 and 9 is selected, then Invalid appears on the display, and the value is not saved.
Banner Page Off On	Allow the printer to print a banner page. Note: Off is the factory default setting.

TCP/IP menu

To access the menu, navigate to either of the following:

- **Network/Ports > Standard Network > Standard Network Setup > TCP/IP**
- **Network/Ports > Network [x] > Network [x] Setup > TCP/IP**

Note: This menu is available only in network models or in printers attached to print servers.

Use	To
Set Hostname	Set the current TCP/IP host name. Note: This can be changed only from the Embedded Web Server.
IP Address	View or change the current TCP/IP address. Note: Manually setting the IP address sets the Enable DHCP and Enable Auto IP settings to Off. It also sets Enable BOOTP and Enable RARP to Off on systems that support BOOTP and RARP.
Netmask	View or change the current TCP/IP netmask.
Gateway	View or change the current TCP/IP gateway.
Enable DHCP On Off	Specify the DHCP address and parameter assignment. Note: On is the factory default setting.
Enable RARP On Off	Specify the RARP address assignment setting. Note: Off is the factory default setting.
Enable BOOTP On Off	Specify the BOOTP address assignment setting. Note: On is the factory default setting.
Enable AutoIP Yes No	Specify the Zero Configuration Networking setting. Note: Yes is the factory default setting.
Enable FTP/TFTP Yes No	Enable the built-in FTP server, which lets you send files to the scanner using File Transfer Protocol. Note: Yes is the factory default setting.

Use	To
Enable HTTP Server Yes No	Enable the built-in Web server (Embedded Web Server). When enabled, the scanner can be monitored and managed remotely using a Web browser. Note: Yes is the factory default setting.
WINS Server Address	View or change the current WINS server address.
Enable DDNS Yes No	View or change the current DDNS setting. Note: Yes is the factory default setting.
Enable mDNS Yes No	View or change the current mDNS setting. Note: Yes is the factory default setting.
DNS Server Address	View or change the current DNS server address.
Backup DNS Server Address	View or change the backup DNS server addresses.
Backup DNS Server Address 2	
Backup DNS Server Address 3	
Enable HTTPS Yes No	View or change the current HTTPS setting. Note: Yes is the factory default setting.

IPv6 menu

To access the menu, navigate to any of the following:

- **Network/Ports > Standard Network > Standard Network Setup > IPv6**
- **Network/Ports > Network [x] > Network [x] Setup > IPv6**

Note: This menu is available only in network printers or printers connected to print servers.

Use	To
Enable IPv6 On Off	Enable Internet Protocol Version Six (IPv6) in the printer. IPv6 uses bigger numbers to create IP addresses. Note: On is the factory default setting.
Auto Configuration On Off	Specify whether or not the network adapter accepts the automatic IPv6 address configuration entries provided by a router. Note: On is the factory default setting.
Set Hostname*	Set the host name. Note: The host name is limited to 15 characters, and accepts US-ASCII, alphanumeric characters and hyphen only.
View Address*	View the current IPv6 addresses.
View Router Address*	View the current router address.

* These settings can be changed only from the Embedded Web Server.

Use	To
Enable DHCPv6 On Off	Enable DHCPv6 in the printer. Note: On is the factory default setting.
* These settings can be changed only from the Embedded Web Server.	

Wireless menu

Note: This menu is available only in printers connected to a wireless network or printer models that have a wireless network adapter.

To access the menu, navigate to:

Network/Ports > Network [x] > Network [x] Setup > Wireless

Use	To
Wi-Fi Protected Setup Start Push Button Method Start PIN Method	Establish a wireless network and enable network security. Notes: <ul style="list-style-type: none"> Start Push Button Method connects the printer to a wireless network when buttons on both the printer and the access point (wireless router) are pressed within a given period of time. Start PIN Method connects the printer to a wireless network when a PIN on the printer is entered into the wireless settings of the access point.
Enable/Disable WPS Auto-detection Enable Disable	Automatically detect the connection method that an access point with WPS uses—Start Push Button Method or Start PIN Method. Note: Disable is the factory default setting.
Network Mode BSS Type Infrastructure Ad hoc	Specify the network mode. Notes: <ul style="list-style-type: none"> Infrastructure is the factory default setting. This lets the printer access a network using an access point. Ad hoc configures wireless connection directly between the printer and a computer.
Compatibility 802.11b/g 802.11b/g/n	Specify the wireless standard for the wireless network. Note: 802.11b/g/n is the factory default setting.
Choose Network	Select an available network for the printer to use.
View Signal Quality	View the quality of the wireless connection.
View Security Mode	View the encryption method for the wireless network.

AppleTalk menu

To access the menu, navigate to either of the following:

- **Network/Ports > Standard Network > Standard Network Setup > AppleTalk**
- **Network/Ports > Network [x] > Network [x] Setup > AppleTalk**

Use	To
Activate Yes No	Enable or disable AppleTalk support. Note: No is the factory default setting.
View Name	Show the assigned AppleTalk name. Note: The AppleTalk name can be changed only from the Embedded Web Server.
View Address	Show the assigned AppleTalk address. Note: The AppleTalk address can be changed only from the Embedded Web Server.
Set Zone [list of zones available on the network]	Provide a list of AppleTalk zones available on the network. Note: The default zone for the network is the factory default setting.

Standard USB menu

Menu item	Description
PCL SmartSwitch On Off	Sets the scanner to automatically switch to PCL emulation when a print job received through a USB port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the scanner does not examine incoming data. The scanner uses PostScript emulation if the PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the scanner to automatically switch to PS emulation when a print job received through a USB port requires it, regardless of the default language Notes: <ul style="list-style-type: none"> • On is the factory default setting. • When set to Off, the scanner does not examine incoming data. The scanner uses PCL emulation if the PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if the PCL SmartSwitch is set to Off.

Menu item	Description
NPA Mode Auto On Off	Sets the scanner to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> Auto is the factory default setting. Auto sets the scanner to examine data, determine the format, and then process it appropriately. Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
USB Buffer Auto 3KB to [maximum size allowed] Disabled	Sets the size of the USB input buffer Notes: <ul style="list-style-type: none"> Auto is the factory default setting. Disabled turns off job buffering. Any jobs already buffered on the scanner hard disk are printed before normal processing resumes. The USB buffer size value can be changed in 1-KB increments. The maximum size allowed depends on the amount of memory in the scanner, the size of the other link buffers, and whether Resource Save is set to On or Off. To increase the maximum size range for the USB Buffer, disable or reduce the size of the parallel, serial, and network buffers. Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Job Buffering Off On Auto	Temporarily stores print jobs on the scanner hard disk before printing Notes: <ul style="list-style-type: none"> Off is the factory default setting. On buffers jobs on the scanner hard disk. Auto buffers print jobs only if the scanner is busy processing data from another input port. Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Mac Binary PS Auto On Off	Sets the scanner to process Macintosh binary PostScript print jobs Notes: <ul style="list-style-type: none"> Auto is the factory default setting. On processes raw binary PostScript print jobs. Off filters print jobs using the standard protocol.
ENA Address YYY.YYY.YYY.YYY	Sets the network address information for an external print server Note: This menu appears only if the scanner is attached to an external print server through the USB port.
ENA Netmask YYY.YYY.YYY.YYY	Sets the netmask information for an external print server Note: This menu appears only if the scanner is attached to an external print server through the USB port.

Menu item	Description
ENA Gateway YYY.YYY.YYY.YYY	Sets the gateway information for an external print server Note: This menu appears only if the scanner is attached to an external print server through the USB port.

Parallel [x] menu

Menu item	Description
PCL SmartSwitch On Off	Sets the scanner to automatically switch to PCL emulation when a print job received through a serial port requires it, regardless of the default language Notes: <ul style="list-style-type: none"> On is the factory default setting. When set to Off, the scanner does not examine incoming data. The scanner uses PostScript emulation if PS SmartSwitch is set to On. It uses the default language specified in the Setup menu if PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the scanner to automatically switch to PS emulation when a print job received through a serial port requires it, regardless of the default language Notes: <ul style="list-style-type: none"> On is the factory default setting. When set to Off, the scanner does not examine incoming data. The scanner uses PCL emulation if PCL SmartSwitch is set to On. It uses the default language specified in the Setup menu if PCL SmartSwitch is set to Off.
NPA Mode Auto On Off	Sets the scanner to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> Auto is the factory default setting. Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Parallel Buffer Auto 3KB to [maximum size allowed] Disabled	Sets the size of the parallel input buffer Notes: <ul style="list-style-type: none"> Auto is the factory default setting. Disabled turns off job buffering. Any print jobs already buffered on the scanner hard disk are printed before normal processing resumes. The parallel buffer size setting can be changed in 1-KB increments. The maximum size allowed depends on the amount of memory in the scanner, the size of the other link buffers, and whether Resource Save is set to On or Off. To increase the maximum size range for the Parallel Buffer, disable or reduce the size of the USB, serial, and network buffers. Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.

Menu item	Description
Job Buffering Off On Auto	Temporarily stores print jobs on the scanner hard disk before printing Notes: <ul style="list-style-type: none"> Off is the factory default setting. On buffers print jobs on the scanner hard disk. Auto buffers print jobs only if the scanner is busy processing data from another input port. Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Advanced Status On Off	Enables bidirectional communication through the parallel port Notes: <ul style="list-style-type: none"> On is the factory default setting. Off disables parallel port negotiation.
Protocol Fastbytes Standard	Specifies the parallel port protocol Notes: <ul style="list-style-type: none"> Fastbytes is the factory default setting. It provides compatibility with most existing parallel ports and is the recommended setting. Standard tries to resolve parallel port communication problems.
Honor Init Off On	Determines if the scanner honors hardware initialization requests from the computer Notes: <ul style="list-style-type: none"> Off is the factory default setting. The computer requests initialization by activating the Init signal from the parallel port. Many personal computers activate the Init signal each time the computer is turned on.
Parallel Mode 2 On Off	Determines if the parallel port data is sampled on the leading or trailing edge of a strobe Note: On is the factory default setting.
Mac Binary PS Auto On Off	Sets the printer to process Macintosh binary PostScript print jobs Notes: <ul style="list-style-type: none"> Auto is the factory default setting. Off filters print jobs using the standard protocol. On processes raw binary PostScript print jobs.
ENA Address YYY·YYY·YYY·YYY	Sets the network address information for an external print server Note: This menu is available only if the scanner is attached to an external print server through the USB port.
ENA Netmask YYY·YYY·YYY·YYY	Sets the netmask information for an external print server Note: This menu appears only when the scanner is attached to an external print server through the USB port.

Menu item	Description
ENA gateway YYY.YYY.YYY.YYY	Sets the gateway information for an external print server Note: This menu appears only when the scanner is attached to an external print server through the USB port.

Serial [x] menu

Menu item	Description
PCL SmartSwitch On Off	Sets the scanner to automatically switch to PCL emulation when a print job received through a serial port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> On is the factory default setting. When set to Off, the scanner does not examine incoming data. The scanner uses PostScript emulation if PS SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PS SmartSwitch is set to Off.
PS SmartSwitch On Off	Sets the scanner to automatically switch to PS emulation when a print job received through a serial port requires it, regardless of the default printer language Notes: <ul style="list-style-type: none"> On is the factory default setting. When set to Off, the scanner does not examine incoming data. The scanner uses PCL emulation if PCL SmartSwitch is set to On. It uses the default printer language specified in the Setup menu if PCL SmartSwitch is set to Off.
NPA Mode Auto On Off	Sets the scanner to perform the special processing required for bidirectional communication following the conventions defined by the NPA protocol Notes: <ul style="list-style-type: none"> Auto is the factory default setting. Auto sets the scanner to examine data, determine the format, and then processes it appropriately. When set to On, the scanner performs NPA processing. If the data is not in NPA format, it is rejected as bad data. When set to Off, the scanner does not perform NPA processing. Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.

Menu item	Description
Serial Buffer Auto 3KB to [maximum size allowed] Disabled	Sets the size of the serial input buffer Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. • Disabled turns off job buffering. Any jobs already buffered on the disk are printed before normal processing is resumed. • The serial buffer size setting can be changed in 1-KB increments. • The maximum size allowed depends on the amount of memory in the scanner, the size of the other link buffers, and whether Resource Save is set to On or Off. • To increase the maximum size range for the Serial Buffer, disable or reduce the size of the parallel, serial, and network buffers. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Job Buffering Off On Auto	Temporarily stores print jobs on the scanner hard disk before printing Notes: <ul style="list-style-type: none"> • Off is the factory default setting. The scanner does not buffer print jobs on the scanner hard disk. • On buffers print jobs on the scanner hard disk. • Auto buffers print jobs only if the scanner is busy processing data from another input port. • Changing this setting from the scanner control panel and then exiting the menus causes the scanner to restart. The menu selection is then updated.
Protocol DTR DTR/DSR XON/XOFF XON/XOFF/DTR XONXOFF/DTRDSR	Selects the hardware and software handshaking settings for the serial port Notes: <ul style="list-style-type: none"> • DTR is the factory default setting. • DTR/DSR is a hardware handshaking setting. • XON/XOFF is a software handshaking setting. • XON/XOFF/DTR and XON/XOFF/DTR/DSR are combined hardware and software handshaking settings.
Robust XON Off On	Determines whether the scanner communicates availability to the computer Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu item applies only to the serial port if Serial Protocol is set to XON/XOFF.

Menu item	Description
Baud 9600 19200 38400 57600 115200 138200 172800 230400 345600 1200 2400 4800	Specifies the rate at which data can be received through the serial port Notes: <ul style="list-style-type: none"> • 9600 is the factory default setting. • 138200, 172800, 230400, and 345600 baud rates are only displayed in the Standard Serial menu. These settings do not appear in the Serial Option 1, Serial Option 2, or Serial Option 3 menus.
Data Bits 8 7	Specifies the number of data bits sent in each transmission frame Note: 8 is the factory default setting.
Parity None Ignore Even Odd	Sets the parity for serial input and output data frames Note: None is the factory default setting.
Honor DSR Off On	Determines whether the scanner uses the DSR Signal Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • DSR is a handshaking signal used by most serial cables. The serial port uses DSR to distinguish data sent by the computer from data created by electrical noise in the serial cable. The electrical noise can cause stray characters to print. Set this to On to prevent stray characters from printing.

SMTP Setup menu

Menu item	Description
Primary SMTP Gateway	Specifies SMTP server gateway and port information Note: 25 is the default SMTP gateway port.
Primary SMTP Gateway Port	
Secondary SMTP Gateway	
Secondary SMTP Gateway Port	
SMTP Timeout 5–30	Specifies the amount of time in seconds before the server stops trying to send an e-mail Note: 30 seconds is the factory default setting.
Reply Address	Specifies a reply address of up to 128 characters in the e-mail sent by the printer

Menu item	Description
Use SSL Disabled Negotiate Required	Sets the printer to use SSL for increased security when connecting to the SMTP server Notes: <ul style="list-style-type: none"> Disabled is the factory default setting. When the Negotiate setting is used, the SMTP server determines if SSL will be used.
SMTP Server Authentication No authentication required Login/Plain CRAM-MD5 Digest-MD5 NTLM Kerberos 5	Specifies the type of user authentication required for scan to e-mail privileges Note: “No authentication required” is the factory default setting.
Device-Initiated E-mail None Use Device SMTP Credentials	Specifies what credentials will be used when communicating to the SMTP server. Some SMTP servers require credentials to send an e-mail. Notes: <ul style="list-style-type: none"> None is the factory default setting for Device and User-Initiated E-mail. Device Userid and Device Password are used to log in to the SMTP server when Use Device SMTP Credentials is selected.
User-Initiated E-mail None Use Device SMTP Credentials Use Session User ID & Password Use Session E-mail address & Password Prompt User	
Device Userid	
Device Password	
Kerberos 5 Realm	
NTLM Domain	

Security menu

Edit Security Setups menu

Use	To
Edit Backup Password Use Backup Password <ul style="list-style-type: none"> Off On Password	Create a backup password. Notes: <ul style="list-style-type: none"> Off is the factory default setting for Use Backup Password. This menu item appears only if a backup password exists.

Use	To
Edit Building Blocks Internal Accounts NTLM Simple Kerberos Setup Kerberos Setup Active Directory LDAP LDAP+GSSAPI Password PIN	Edit settings for Internal Accounts, NTLM, Simple Kerberos Setup, Kerberos Setup, Active Directory, LDAP, Password, and PIN.
Edit Security Templates [list of available templates]	Add or edit a security template.
Edit Access Controls Administrative Menus Function Access Apps Configuration Management Solutions Cancel Jobs at the Device	Control access to printer menus, firmware updates, held jobs, and other access points.

Miscellaneous Security Settings menu

Menu item	Description
Login Restrictions Login failures Failure time frame Lockout time Panel Login Timeout Remote Login Timeout	<p>Limits the number and time frames of failed login attempts from the scanner control panel before <i>all</i> users are locked out</p> <p>Notes:</p> <ul style="list-style-type: none"> • “Login failures” specifies the number of failed login attempts before users are locked out. Settings range from 1–10. 3 attempts is the factory default setting. • “Failure time frame” specifies the time frame during which failed login attempts can be made before users are locked out. Settings range from 1–60 minutes. 5 minutes is the factory default setting. • “Lockout time” specifies how long users are locked out after exceeding the login failures limit. Settings range from 1–60 minutes. 5 minutes is the factory default setting. 1 indicates the scanner does not impose a lockout time. • “Panel Login Timeout” specifies how long the scanner remains idle on the home screen before automatically logging the user off. Settings range from 1–900 seconds. 30 seconds is the factory default setting. • “Remote Login Timeout” specifies how long a remote interface remains idle before automatically logging the user off. Settings range from 1–120 seconds. 10 minutes is the factory default setting.

Menu item	Description
Security Reset Jumper Access controls="No Security" No Effect Reset factory security defaults	Changes the value of the security settings Notes: <ul style="list-style-type: none"> • Access controls="No Security" retains all the security information that the user has defined. "No Security" is the factory default setting. • "No Effect" means the reset has no effect on the device's security configuration. • "Reset factory security defaults" deletes all security information that the user has defined, and assigns the factory default value to each setting in the Miscellaneous Security Settings section of both the scanner control panel and the Web page.
LDAP Certificate Verification Demand Try Allow Never	Allows the user to request a server certificate Notes: <ul style="list-style-type: none"> • "Demand" means a server certificate is requested. If a bad certificate is provided or if no certificate is provided, then the session is terminated immediately. "Demand" is the factory default setting. • "Try" means a server certificate is requested. If no certificate is provided, then the session proceeds normally. If a bad certificate is provided, then the session is terminated immediately. • "Allow" means a server certificate is requested. If no certificate is provided, then the session proceeds normally. If a bad certificate is provided, then it will be ignored and the session proceeds normally. • "Never" means no server certificate is requested.
Minimum PIN Length 1–16	Limits the digit length of the PIN. Note: 4 is the factory default setting.

Confidential Print menu

Menu item	Description
Max Invalid PIN Off 2–10	Limits the number of times an invalid PIN can be entered Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu appears only when a formatted, non-defective scanner hard disk is installed. • Once the limit is reached, the print job for that user name and that PIN are deleted.
Confidential Job Expiration Off 1 hour 4 hours 24 hours 1 week	Limits the amount of time a "confidential" print job is saved before it is deleted Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • If the scanner is turned off, then all "confidential" print jobs held in the scanner are deleted.

Menu item	Description
Repeat Job Expiration Off 1 hour 4 hours 24 hours 1 week	Limits the amount of time a “repeat” print job is saved before it is deleted Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • If the scanner is turned off, then all “repeat” print jobs held in the scanner are deleted.
Verify Job Expiration Off 1 hour 4 hours 24 hours 1 week	Limits the amount of time a “verify” print job is saved before it is deleted Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • If the scanner is turned off, then all “verify” print jobs held in the scanner are deleted.
Reserve Job Expiration Off 1 hour 4 hours 24 hours 1 week	Limits the amount of time a “reserve” print job is saved before it is deleted Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • If the scanner is turned off, then all “reserve” print jobs held in the scanner are deleted.

Erase Temporary Data Files menu

This menu allows you to remove residual confidential material from the scanner hard disk and free up memory space. All permanent data on the hard disk are preserved, such as downloaded fonts, macros, and held jobs. This uses random data patterns to securely overwrite files stored on the hard drive that have been marked for deletion. Overwriting can be accomplished with a single pass--for a quick wipe--or with multiple passes with greater security.

Note: This menu appears only when a formatted, working scanner hard disk is installed.

Use	To
Wiping Mode Auto	Specify the mode for disk wiping.
Automatic Method Single pass Multiple pass	Mark all disk space used by a previous print job. This method does not permit the file system to reuse this space until it has been cleared. Notes: <ul style="list-style-type: none"> • “Single pass” is the factory default setting. Use this setting to overwrite the scanner hard disk in a single pass with a repeating bit pattern. • Select “Multiple pass” to overwrite the scanner hard disk with random bit patterns several times, followed by a verification pass. Highly confidential information should be wiped using only the Multiple pass method.

Security Audit Log menu

Use	To
Export Log	Let an authorized user export the audit log. Notes: <ul style="list-style-type: none"> To export the audit log from the scanner control panel, a flash drive must be attached to the scanner. The audit log can be downloaded from the Embedded Web Server and saved on a computer.
Delete Log Yes No	Specify whether to delete audit logs. Note: Yes is the factory default setting.
Configure Log Enable Audit Yes No Enable Remote Syslog No Yes Remote Syslog Facility 0–23 Severity of events to log 0–7	Configure the printer to record events in the secure audit log. Notes: <ul style="list-style-type: none"> Enable Audit determines if events are recorded in the secure audit log and remote syslog. No is the factory default setting. Enable Remote Syslog determines if logs are sent to a remote server. No is the factory default setting. Remote Syslog Facility determines the value used to send logs to the remote syslog server. 4 is the factory default setting. If the security audit log is activated, then the severity value of each event is recorded. 4 is the factory default setting.

Set Date and Time menu

Use	To
Current Date and Time	View the current date and time settings for the scanner.
Manually Set Date and Time	Enter the date and time. Note: Date/Time is set in YYYY-MM-DD HH:MM:SS format.
Time Zone	Select the time zone. Note: GMT is the factory default setting.
Automatically Observe DST On Off	Set the scanner to use the applicable daylight saving time (DST) start and end times associated with the scanner Time Zone setting. Note: On is the factory default setting and uses the applicable Daylight Saving Time associated with the Time Zone setting.

Use	To
Custom Time Zone Setup DST Start Week DST Start Day DST Start Month DST Start Time DST End Week DST End Day DST End Month DST End Time DST Offset	Enable the user to set up the time zone.
Enable NTP On Off	Enable Network Time Protocol, which synchronizes the clocks of devices on a network. Note: On is the factory default setting.
NTP Server	View the NTP server address.
Enable Authentication On Off	Enable the authentication setting. Note: Off is the factory default setting.

Settings menu

General Settings menu

Use	To
Display Language English Francais Deutsch Italiano Espanol Dansk Norsk Nederlands Svenska Portuguese Suomi Russian Polski Greek Magyar Turkce Cesky Simplified Chinese Traditional Chinese Korean Japanese	Set the language of the text appearing on the display. Note: Not all languages are available for all models. You may need to install special hardware for some languages.
Show Supply Estimates Show estimates Do not show estimates	View the estimates of the supplies on the control panel, Embedded Web Server, menu settings, and device statistics reports.
Eco-Mode Off Energy Energy/Paper Paper	Minimize the use of energy, paper, or specialty media. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. This resets the printer to its factory default settings. • Energy minimizes the power used by the printer. Performance may be affected, but print quality is not. • Energy/Paper minimizes the use of power, paper, and specialty media. • Paper minimizes the amount of paper and specialty media needed for a print job. Performance may be affected, but print quality is not.
ADF Loaded Beep Enabled Disabled	Specify whether the ADF sounds a beep when paper is loaded. Note: Enabled is the factory default setting.

Use	To
ADF Multi-feed Sensor On Off	Detect when the ADF picks more than a single sheet of paper at once. Note: On is the factory default setting.
Quiet Mode Off On	Minimize the printer noise. Note: Off is the factory default setting.
Run Initial Setup Yes No	Run the setup wizard.
Keyboard Keyboard Type English Francais Francais Canadien Deutsch Italiano Espanol Greek Dansk Norsk Nederlands Svenska Suomi Portuguese Russian Polski Swiss German Swiss French Korean Magyar Turkce Cesky Simplified Chinese Traditional Chinese Japanese Custom Key [x]	Specify a language and custom key information for the display keyboard.
Paper Sizes US Metric	Specify the unit of measurement for paper sizes. Notes: <ul style="list-style-type: none"> US is the factory default setting. The initial setting is determined by your country or region selection in the initial setup wizard.

Use	To
Scan to PC Port Range [port range]	Specify a valid port range for scanners behind a port blocking firewall. Note: 9751:12000 is the factory default setting.
Displayed Information Left side Right side Custom Text [x]	Specify what is displayed in the upper corners of the home screen. For the Left side and Right side menus, select from the following options: None IP Address Hostname Contact Name Location Date/Time mDNS/DDNS Service Name Zero Configuration Name Custom Text [x] Model Name Notes: <ul style="list-style-type: none"> • IP Address is the factory default setting for Left side. • Date/Time is the factory default setting for Right side.
Displayed Information (continued) Black Toner	Customize the displayed information for Black Toner. Select from the following options: When to display Do not display Display Message to display Default Alternate Default [text entry] Alternate [text entry] Note: “Do not display” is the factory default setting for When to display.

Use	To
Displayed Information (continued) Paper Jam Load Paper Service Errors	Customize the displayed information for Paper Jam, Load Paper, and Service Errors menus. Select from the following options: Display Yes No Message to display Default Alternate Default [text entry] Alternate [text entry] Note: No is the factory default setting for Display.
Home screen customization Change Language Copy Copy shortcuts Fax Fax shortcuts E-mail E-mail shortcuts FTP FTP shortcuts Search Held Jobs Held Jobs USB Drive Profiles and Apps Bookmarks Jobs by user Forms and Favorites Card Copy Scan to Network MyShortCut Multi Send	Change the icons that appear on the home screen. For each icon, select from the following options: Display Do Not display
Date Format MM-DD-YYYY DD-MM-YYYY YYYY-MM-DD	Format the date. Note: MM-DD-YYYY is the U.S. factory default setting. DD-MM-YYYY is the international factory default setting.
Time Format 12 hour A.M./P.M. 24 hour clock	Format the time. Note: "12 hour A.M./P.M." is the factory default setting.
Screen Brightness 20–100	Specify the brightness of the control panel screen. Note: 100 is the factory default setting.

Use	To
One Page Copy Off On	Set copies from the scanner glass to only one page at a time. Note: Off is the factory default setting.
Output Lighting Normal/Standby Mode Off Dim Bright	Set the amount of light from the standard bin. Notes: <ul style="list-style-type: none"> • Dim is the factory default setting if Eco-Mode is set to Energy or Energy/Paper. • Bright is the factory default setting if Eco-Mode is Off or set to Paper.
Audio Feedback Button Feedback On Off Volume 1–10	Set the audio volume for the buttons. Notes: <ul style="list-style-type: none"> • On is the factory default setting for Button Feedback. • 5 is the factory default setting for Volume.
Tactile Touchscreen Feedback On Off	Provide touch-screen sensation feedback. Note: On is the factory default setting.
Show Bookmarks Yes No	Specify whether bookmarks are displayed from the Held Jobs area. Note: Yes is the factory default setting.
Allow Background Removal On Off	Specify whether image background removal is allowed. Note: On is the factory default setting.
Allow Custom Job Scans On Off	Scan multiple jobs to one file. Note: On is the factory default setting. If On is selected, then the Allow Custom Job Scans setting can be enabled for specific jobs.
Scanner Jam Recovery Job level Page level	Specify how a scanned job should be reloaded if a paper jam occurs in the ADF. Notes: <ul style="list-style-type: none"> • Job level is the factory default setting. If Job level is selected, then rescan the entire job. • If Page level is selected, then rescan from the jammed page forward.
Web Page Refresh Rate 30–300	Specify the number of seconds between Embedded Web Server refreshes. Note: 120 is the factory default setting.
Contact Name	Specify a contact name. Note: The contact name is stored on the Embedded Web Server.
Location	Specify the location. Note: The location is stored on the Embedded Web Server.

Use	To
Alarms Alarm Control Cartridge Alarm Staple Alarm Hole Punch Alarm	Set an alarm to sound when operator intervention is required. For each alarm type, select from the following options: Off Single Continuous Notes: <ul style="list-style-type: none"> • Single is the factory default setting for Alarm Control. This sounds three quick beeps. • Off is the factory default setting for Cartridge Alarm, Staple Alarm, and Hole Punch Alarm. • Continuous repeats three beeps every 10 seconds.
Timeouts Standby Mode Disabled 1–240	Set the amount of time in minutes before the scanner enters a lower power state. Note: 15 is the factory default setting.
Timeouts Sleep Mode Disabled 1-120	Set the amount of time in minutes the scanner waits after a job is printed before the scanner and the printer go into a reduced power state. Notes: <ul style="list-style-type: none"> • 20 is the factory default setting. • Lower settings conserve more energy, but may require longer warm-up times. • Select the lowest setting if the scanner and the printer share an electrical circuit with room lighting or you notice lights flickering in the room. • Select a high setting if the scanner and the printer are in constant use. Under most circumstances, this keeps the printer ready to print with minimum warm-up time. • "Disabled" appears only if Energy Conserve is set to Off.
Timeouts Print with Display Off Allow printing with display off Display on when printing	Print a job while the display is off. Note: Display on when printing is the factory default setting.
Timeouts Screen Timeout 15–300	Set the amount of time in seconds before returning the control panel to a Ready state. Note: 30 is the factory default setting.
Timeouts Prolong Screen Timeout On Off	Continue a specified job without returning to the home screen when the screen timeout timer expires. Note: Off is the factory default setting.

Use	To
Timeouts Print Timeout Disabled 1–255	Set the amount of time in seconds the scanner waits to receive an end-of-job message before canceling the rest of the print job. Notes: <ul style="list-style-type: none"> • 90 is the factory default setting. • When the timer expires, any partially printed page still in the printer is printed, and then the printer checks to see if any new print jobs are waiting. • Print Timeout is available only when using PCL emulation. This setting has no effect on PostScript emulation print jobs.
Timeouts Wait Timeout Disabled 15–65535	Set the amount of time in seconds the scanner waits for additional data before canceling a print job. Notes: <ul style="list-style-type: none"> • 40 is the factory default setting. • Wait Timeout is available only when the scanner is using PostScript emulation. This setting has no effect on PCL emulation print jobs.
Timeouts Job Hold Timeout 5–255	Set the amount of time the scanner waits for user intervention before it holds jobs that require unavailable resources and continues to print other jobs in the print queue. Notes: <ul style="list-style-type: none"> • 30 is the factory default setting. • This menu appears only when a hard disk is installed.
Error Recovery Auto Reboot Reboot when idle Reboot always Reboot never	Set the scanner and the printer to restart when an error occurs. Note: “Reboot always” is the factory default setting.
Error Recovery Max Auto Reboots 1-20	Determine the number of automatic reboots the printer can perform. Notes: <ul style="list-style-type: none"> • 2 is the factory default setting. • If the printer reaches the maximum number of reboots within a certain amount of time, the printer does not continue to reboot, and the error message appears on the display.
Print Recovery Auto Continue Disabled 5–255	Let the printer automatically continue printing from certain offline situations when these are not resolved within the specified time period. Note: Disabled is the factory default setting.

Use	To
Print Recovery Jam Recovery On Off Auto	Specify whether the printer reprints jammed pages. Notes: <ul style="list-style-type: none"> • Auto is the factory default setting. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks. • On sets the printer to always reprint jammed pages. • Off sets the printer to never reprint jammed pages.
Print Recovery Page Protect Off On	Successfully print a page that may not have printed otherwise. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. This prints a partial page when there is not enough memory to print the whole page. • On sets the printer to process the whole page so that the entire page prints.
Press Sleep Button Do Nothing Sleep	Determine how the printer, while in idle state, reacts to a short press of the Sleep button. Note: Sleep is the factory default setting.
Press and Hold Sleep Button Do Nothing Sleep	Determine how the printer, while in idle state, reacts to a long press of the Sleep button. Note: Do nothing is the factory default setting.
Factory Defaults Do Not Restore Restore Now	Use the printer factory default settings. Notes: <ul style="list-style-type: none"> • Do Not Restore is the factory default setting. • Restore Now sets all printer settings to the factory default settings except for the Network/Ports menu settings. All downloads stored in the RAM are deleted. Downloads stored in the flash memory or on a hard disk are not affected.
Export Configuration File Export	Export configuration files to a flash drive.

Copy Settings menu

Use	To
Content Type Text Graphics Text/Photo Photo	Specify the content of the original document. Note: Text/Photo is the factory default setting.

Use	To
Content Source Black/White Laser Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specify how the original document was produced. Note: Black/White Laser is the factory default setting.
Sides (Duplex) 1 sided to 1 sided 1 sided to 2 sided 2 sided to 1 sided 2 sided to 2 sided	Specify whether an original document is two-sided (duplex) or one-sided, and then to specify whether the copy should be two-sided or one-sided. Notes: <ul style="list-style-type: none"> • 1 sided to 1 sided—The original document has print on one side and the copy will also have print on one side. • 1 sided to 2 sided—The original document has print on one side, while the copy will have print on both sides. • 2 sided to 1 sided—The original document has print on both sides, while the copy will have print on just one side. • 2 sided to 2 sided—The original document has print on both sides, and the copy will also have print on both sides.
Paper Saver Off 2-up Portrait 4-up Portrait 2-up Landscape 4-up Landscape	Copy two or four sheets of a document on one page. Note: Off is the factory default setting.
Print Page Borders On Off	Specify whether or not a border is printed. Note: Off is the factory default setting.
Collate 1,1,1 - 2,2,2 1,2,3 - 1,2,3	Keep the pages of a print job stacked in sequence when printing multiple copies. Note: “1,2,3 - 1,2,3” is the factory default setting.
Punch Off 2 holes 3 holes 4 holes	Specify the type of hole punch finishing to be used in a print or copy job. Note: Off is the factory default setting.
Staple Off On	Enable or disable the staple finisher. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu item appears only when a staple finisher is installed.

Use	To
Original Size Letter Legal Executive Folio Statement Oficio (Mexico) Universal Auto Size Sense A4 A5 A6 JIS B5 Difficult Media Letter Difficult Media A5 Difficult Media Legal Difficult Media A4 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in. ID Card	Specify the paper size of the original document. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.
Copy To Source Tray [x] Auto Size Match Multipurpose Feeder	Specify the paper source for copy jobs. Note: Tray 1 is the factory default setting.
Transparency Separators On Off	Place a sheet of paper between transparencies. Note: On is the factory default setting.
Separator Sheets Off Between Copies Between Jobs Between Pages	Place a sheet of paper between pages, copies, or jobs. Note: Off is the factory default setting.
Separator Sheet Source Tray [x] Multipurpose Feeder	Specify the separator sheet source. Note: Tray 1 is the factory default setting.
Darkness 1–9	Lighten or darken the print for the copy job. Note: 5 is the factory default setting.
Number of Copies 1–999	Specify the number of copies for the copy job. Note: 1 is the factory default setting.

Use	To
Header/Footer [Location] Off Date/Time Page number Custom text Print on All pages First page only All but first page Custom text	Specify header and footer information and its location on the page. For the location, select from the following options: <ul style="list-style-type: none"> • Top left • Top middle • Top right • Bottom left • Bottom middle • Bottom right Notes: <ul style="list-style-type: none"> • Off is the factory default setting for the location. • “All pages” is the factory default setting for “Print on.”
Overlay Confidential Copy Draft Urgent Custom Off	Specify the overlay text printed on each page of the copy job. Note: Off is the factory default setting.
Custom Overlay	Specify the custom overlay text. Note: A maximum of 64 characters is allowed.
Allow priority copies On Off	Allow interruption of a print job to copy a page or document. Note: On is the factory default setting.
Custom Job scanning On Off	Copy a document that contains mixed paper sizes into a single copy job. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu item appears only when a formatted, working printer hard disk is installed.
Allow Save as Shortcut On Off	Save custom copy settings as shortcuts. Note: On is the factory default setting.
Background Removal -4 to 4	Adjust the amount of background visible on a copy. Note: 0 is the factory default setting.
Auto Center Off On	Automatically center the content on the page. Note: Off is the factory default setting.

Use	To
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specify which color to drop during scanning, and how much the dropout is increased or decreased. Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast 0–5 Best for content	Specify the contrast used for the copy job. Note: “Best for content” is the factory default setting.
Mirror Image Off On	Create a mirror image of the original document. Note: Off is the factory default setting.
Negative Image Off On	Create a negative image of the original document. Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjust the amount of shadow detail visible on a copy. Note: 0 is the factory default setting.
ADF Skew Fix Auto Off On	Correct the slight skew in the scanned image. Note: Auto is the factory default setting.
ADF Multi-feed Sensor On Off	Detect when the ADF picks more than a single sheet of paper at once. Note: On is the factory default setting.
Scan edge to edge Off On	Specify whether the original document is scanned edge-to-edge. Note: Off is the factory default setting.
Sharpness 1–5	Adjust the amount of sharpness of a copy. Note: 3 is the factory default setting.
Sample Copy Off On	Create a sample copy of the original document. Note: Off is the factory default setting.

Fax Settings menu

Fax Mode (Analog Fax Setup) menu

Analog Fax Setup mode sends the fax job through a telephone line.

Use	To
Fax Name	Specify the name of the fax in the scanner.
Fax Number	Specify the number assigned to the fax.
Fax ID Fax Name Fax Number	Specify how the fax is identified.
Enable Manual Fax On Off	Set the scanner to fax manually, which requires a line splitter and a telephone handset. Notes: <ul style="list-style-type: none"> Off is the factory default setting. Use a regular telephone to answer an incoming fax job and to dial a fax number. Touch # 0 on the numeric keypad to go directly to the Manual Fax function.
Memory Use All receive Mostly receive Equal Mostly send All send	Define the allocation of non-volatile memory between sending and receiving fax jobs. Notes: <ul style="list-style-type: none"> Equal is the factory default setting. This splits the memory for sending and receiving fax jobs into equal amounts. Mostly send specifies that most of the memory is set to send fax jobs. All send specifies that all the memory is set to send fax jobs. All receive specifies that all the memory is set to receive fax jobs. Mostly receive specifies that most of the memory is set to receive fax jobs.
Cancel Faxes Allow Don't Allow	Specify whether or not the scanner cancels fax jobs. Note: Allow is the factory default setting.
Caller ID Off Primary Alternate	Specify the type of caller ID being used.
Fax number masking Off From left From right	Specify the direction from where digits are masked in an outgoing fax number. Notes: <ul style="list-style-type: none"> Off is the factory default setting. The number of characters masked is determined by the "Digits to mask" setting.
Digits to Mask 0–58	Specify the number of digits to mask in an outgoing fax number. Note: 0 is the factory default setting.

Use	To
Fax Cover Page Fax Cover Page Off by default On by default Never use Always use Include to Field On Off Include from Field On Off From Include Message Field On Off Message Include Logo On Off Include Footer [x] On Off Footer [x]	Configure the fax cover page. Note: “Off by default” is the factory default setting for all Fax Cover Page options.
Use	To
Resolution Standard Fine 200 dpi Super Fine 300 dpi Ultra Fine 600 dpi	Specify quality in dots per inch (dpi). A higher resolution gives better print quality, but increases the fax transmission time for outgoing faxes. Note: Standard is the factory default setting.

Use	To
Original Size Letter Legal Executive Folio Statement Oficio (Mexico) Universal Auto Size Sense Mixed Sizes A4 A5 A6 JIS B5 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in.	Specify the paper size of the original document. Note: Mixed Sizes is the U.S. factory default setting. A4 is the international factory default setting.
Sides (Duplex) Off Long edge Short edge	Specify how text and graphics are oriented on a page. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • “Long edge” assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • “Short edge” assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Content Type Text Graphics Text/Photo Photo	Specify the content of the original document. Note: Text is the factory default setting.
Content Source Black/White Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specify how the original document was produced. Note: Black/White Laser is the factory default setting.
Darkness 1–9	Adjust the darkness of the output. Note: 5 is the factory default setting.
Dial Prefix	Enter a dialing prefix, such as 99. A numeric entry field is provided.

Use	To
Dialing Prefix Rules Prefix Rule [x]	Establish a dialing prefix rule.
Automatic Redial 0–9	Specify the number of times the scanner tries to send the fax to a specified number. Note: 5 is the factory default setting.
Redial frequency 1–200	Specify the number of minutes between redials. Note: 3 is the factory default setting.
Behind a PABX Yes No	Enable or disable switchboard blind dialing without a dial tone. Note: No is the factory default setting.
Enable ECM Yes No	Enable or disable Error Correction Mode for fax jobs. Note: Yes is the factory default setting.
Enable Fax Scans On Off	Fax files that are scanned at the scanner. Note: On is the factory default setting.
Driver to fax Yes No	Allow the printer driver to send fax jobs. Note: Yes is the factory default setting.
Allow Save as Shortcut On Off	Save fax numbers as shortcuts in the scanner. Note: On is the factory default setting.
Dial Mode Tone Pulse	Specify the dialing sound, either as a tone or as a pulse. Note: Tone is the factory default setting.
Max Speed 2400 4800 9600 14400 33600	Specify the maximum speed in baud at which faxes are sent. Note: 33600 is the factory default setting.
Custom Job scanning On Off	Scan a document that contains mixed paper sizes into a single file. Note: Off is the factory default setting.
Scan Preview On Off	Specify whether a preview will appear on the display for scan jobs. Note: Off is the factory default setting.
Background Removal -4 to 4	Adjust the amount of background visible on a scanned image. Note: 0 is the factory default setting.
Contrast 0–5 Best for content	Specify the contrast in the scanned image. Note: “Best for content” is the factory default setting.

Use	To
Mirror Image Off On	Create a mirror image of the original document. Note: Off is the factory default setting.
Negative Image Off On	Create a negative image of the original document. Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjust the amount of shadow detail visible. Note: 0 is the factory default setting.
ADF Skew Fix Auto Off On	Correct the slight skew in the scanned image. Note: Auto is the factory default setting.
ADF Multi-feed Sensor On Off	Allow the scanner to detect when the ADF picks more than one sheet of paper at once. Note: On is the factory default setting.
Scan edge to edge Off On	Specify if the original document is scanned edge-to-edge prior to faxing. Note: Off is the factory default setting.
Sharpness 1–5	Adjust the sharpness of a fax. Note: 3 is the factory default setting.
Temperature -4 to 4	Specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default. Note: 0 is the factory default setting.
Use	To
Enable Fax Receive On Off	Allow the printer to receive fax jobs. Note: On is the factory default setting.
Fax Job Waiting None Toner Toner and Supplies	Remove fax jobs from the print queue when the job requires specific unavailable resources. Note: None is the factory default setting.
Rings to Answer 1–25	Specify the number of rings before answering an incoming fax job. Note: 3 is the factory default setting.
Auto Answer Yes No	Allow the scanner to answer an incoming fax job. Note: Yes is the factory default setting.

Use	To
Manual Answer Code 0–9	Enter a code on the telephone number pad to begin receiving a fax. Notes: <ul style="list-style-type: none"> • 9 is the factory default setting. • This menu item is used when the scanner shares a line with a telephone.
Auto Reduction On Off	Scale an incoming fax job so that it fits the size of the paper loaded in the designated fax source. Note: On is the factory default setting.
Paper Source Auto Tray [x] Multipurpose Feeder	Specify the paper source for printing incoming fax jobs. Note: Auto is the factory default setting.
Sides (Duplex) Off On	Enable two-sided (duplex) printing for incoming fax jobs. Note: Off is the factory default setting.
Separator Sheets Off Before Job After Job	Enable the printer to include separator sheets for incoming fax jobs. Note: Off is the factory default setting.
Separator Sheet Source Tray [x] Multipurpose Feeder	Specify where the printer picks the separator sheet. Note: Tray 1 is the factory default setting.
Output Bin Standard Bin Bin [x]	Specify a bin for received faxes. Note: Standard Bin is the factory default setting.
Fax Footer On Off	Print the transmission information at the bottom of each page from a received fax. Note: Off is the factory default setting.
Max Speed 2400 4800 9600 14400 33600	Specify the maximum speed in baud at which faxes are received. Note: 33600 is the factory default setting.
Fax Forwarding Print Print and Forward Forward	Enable forwarding of received faxes to another recipient. Note: Print is the factory default setting.

Use	To
Forward to Fax E-mail FTP LDSS eSF	Specify the type of recipient to which faxes will be forwarded. Notes: <ul style="list-style-type: none"> Fax is the factory default setting. This menu is available only from the scanner Embedded Web Server.
Forward to Shortcut	Enter the shortcut number which matches the recipient type (Fax, E-mail, FTP, LDSS, or eSF).
Block No Name Fax Off On	Enable blocking of incoming faxes sent from devices with no station ID or fax ID specified. Note: Off is the factory default setting.
Banned Fax List	Enable the list of blocked fax numbers stored in the scanner.
Holding Faxes Held Fax Mode Off Always On Manual Scheduled Fax Holding Schedule	Enable fax holding all of the time or according to set schedule. Note: Off is the factory default setting.
Punch Off On	Specify whether prints are punched. Note: Off is the factory default setting.
Staple Off 1 staple	Specify whether prints are stapled. Note: Off is the factory default setting.
Use	To
Transmission Log Print log Do not print log Print only for error	Enable printing of a transmission log after each fax job. Note: "Print log" is the factory default setting.
Receive Error Log Print Never Print on Error	Enable printing of a receive error log following a receive error. Note: Print Never is the factory default setting.
Auto Print Logs On Off	Enable automatic printing of fax logs. Notes: <ul style="list-style-type: none"> On is the factory default setting. Logs print after every 200 fax jobs.
Log Paper Source Tray [x] Multipurpose Feeder	Specify the paper source used for printing logs. Note: Tray 1 is the factory default setting.

Use	To
Logs Display Remote Station Name Dialed Number	Specify whether printed logs display the dialed number or the station name or fax name returned. Note: Remote Station Name is the factory default setting.
Enable Job Log On Off	Enable access to the Fax Job log. Note: On is the factory default setting.
Enable Call Log On Off	Enable access to the Fax Call log. Note: On is the factory default setting.
Log Output Bin Standard Bin Bin [x]	Specify the bin where fax logs are printed. Note: Standard Bin is the factory default setting.

Use	To
Speaker Mode Always Off On until Connected Always On	Specify the mode of the speaker. Notes: <ul style="list-style-type: none"> On until Connected is the factory default setting. A sound is issued until the fax connection is made. Always On turns the speaker on. Always Off turns the speaker off.
Speaker Volume High Low	Control the volume setting. Note: High is the factory default setting.
Ringer Volume Off On	Control the fax speaker ringer volume. Note: On is the factory default setting.

Use	To
All Rings Single Ring Only Double Ring Only Triple Ring Only Single or Double Rings Only Single or Triple Rings Only Double or Triple Rings Only	Specify ring patterns when the scanner is answering calls. Note: All Rings is the factory default setting.

E-mail Settings menu

Use	To
E-mail Server Setup Subject Message File Name	Specify e-mail server information. Notes: <ul style="list-style-type: none"> • The subject field has a limitation of 255 characters. • The message field has a limitation of 512 characters.
E-mail Server Setup Send me a copy Never appears On by default Off by default Always On	Send a copy of the e-mail to the sender. Note: “Never appears” is the factory default setting.
E-mail Server Setup Max e-mail size 0–65535 KB	Specify the maximum e-mail size in kilobytes (KB). Note: E-mails bigger than the specified maximum size are not sent.
E-mail Server Setup Size Error Message	Send a message when an e-mail is bigger than the configured size limit.
E-mail Server Setup Limit destinations	Specify a domain name, such as a company domain name, and then limits e-mail destinations only to that domain name. Notes: <ul style="list-style-type: none"> • E-mail can be sent only to the specified domain. • The limit is one domain.
E-mail Server Setup Web Link Setup Server Login Password Path File Name Web Link	Define the e-mail server path name; for example: /directory/path . Note: The characters * : ? < > are invalid entries for a path name.
Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specify the format of the scanned file. Note: PDF (.pdf) is the factory default setting.
PDF Version 1.2–1.6 A–1a	Set the version of the PDF file that will be scanned for e-mailing. Note: 1.5 is the factory default setting.

Use	To
Content Type Graphics Text Text/Photo Photo	Specify the content of the original document. Note: Text/Photo is the factory default setting.
Content Source Black/White Laser Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specify how the original document was produced. Note: Black/White Laser is the factory default setting.
Color Off On	Specify whether the image should be scanned and sent in color. Note: On is the factory default setting.
Resolution 75 dpi 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi	Specify the resolution of the scan in dots per inch. Note: "150 dpi" is the factory default setting.
Darkness 1–9	Adjust the darkness of the output. Note: 5 is the factory default setting.
Orientation Portrait Landscape	Specify the orientation of the scanned image. Note: Portrait is the factory default setting.

Use	To
Original Size Letter Legal Executive Folio Statement Oficio (Mexico) Universal Auto Size Sense Mixed Sizes A4 A5 A6 JIS B5 Difficult Media Letter Difficult Media A5 Difficult Media Legal Difficult Media A4 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in.	Specify the paper size of the document being scanned. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.
Sides (Duplex) Off Long edge Short edge	Specify how text and graphics are oriented on the page. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • Long edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
JPEG Quality Best for content 5–90	Set the quality of a JPEG photo image in relation to file size and quality of the image. Notes: <ul style="list-style-type: none"> • “Best for content” is the factory default setting. • 5 reduces the file size and quality of the image. • 90 provides the best image quality, but the file size is very large. • This menu setting applies to all scan functions.
Text Default 5–90	Set the quality of a text image in relation to file size and quality of the image. Note: 75 is the factory default setting.
Text/Photo Default 5–90	Set the quality of a text or photo image in relation to file size and the quality of the image. Note: 75 is the factory default setting.

Use	To
Photo Default 5–90	Set the quality of a photo image in relation to file size and the quality of the image. Note: 50 is the factory default setting.
E-mail images sent as Attachment Web Link	Specify how the images are sent. Note: Attachment is the factory default setting.
Use Multi-Page Tiff On Off	Choose between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-e-mail job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. Notes: <ul style="list-style-type: none"> On is the factory default setting. This menu setting applies to all scan functions.
Transmission Log Print log Do not print log Print only for error	Specify whether or not the transmission log prints. Note: Print log is the factory default setting.
Log Paper Source Tray [x] Multipurpose Feeder	Specify the paper source for printing e-mail logs. Note: Tray 1 is the factory default setting.
Log Output Bin Standard Bin Bin [x]	Specify the bin for FTP logs. Notes: <ul style="list-style-type: none"> Standard Bin is the factory default setting. Bin [x] appears only when at least one optional bin is installed.
E-mail Bit Depth 1 bit 8 bit	Enable the Text/Photo mode to produce smaller file sizes by using 1-bit images when Color is set to Off. Note: "8 bit" is the factory default setting.
Custom Job scanning On Off	Copy a document that contains mixed paper sizes. Note: Off is the factory default setting.
Scan Preview On Off	Specify whether or not a preview will appear on the display for scan jobs. Note: Off is the factory default setting.
Allow Save as Shortcut On Off	Save e-mail addresses as shortcuts. Notes: <ul style="list-style-type: none"> On is the factory default setting. When set to Off, the Save As Shortcut button does not appear on the e-mail Destination screen.
Background Removal -4 to 4	Adjust the amount of background visible on a scanned image. Note: 0 is the factory default setting.

Use	To
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enable an equal balance of colors in the output.
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specify which color to drop during scanning, and how much the dropout is increased or decreased. Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast 0–5 Best for content	Specify the contrast of the output. Note: “Best for content” is the factory default setting.
Mirror Image Off On	Create a mirror image of the original document. Note: Off is the factory default setting.
Negative Image Off On	Create a negative image of the original document. Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjust the amount of shadow detail visible on a scanned image. Note: 0 is the factory default setting.
ADF Skew Fix Auto Off On	Correct the slight skew in the scanned image. Note: Off is the factory default setting.
ADF Multi-feed Sensor On Off	Detect when the ADF picks more than one sheet of paper at once. Note: On is the factory default setting.
Scan edge to edge Off On	Specify whether the original document is scanned edge-to-edge. Note: Off is the factory default setting.
Sharpness 1–5	Adjust the amount of sharpness on a scanned image. Note: 3 is the factory default setting.
Temperature -4 to 4	Enable the user to specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.

Use	To
Use cc:/bcc: Off On	Enable the use of the “cc:” and “bcc:” fields. Note: Off is the factory default setting.

FTP Settings menu

Use	To
Format PDF (.pdf) Secure PDF (.pdf) TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specify the format of the file for FTP sending. Note: PDF (.pdf) is the factory default setting.
PDF Version 1.2–1.7 A–1a	Set the version level of the PDF file for FTP sending. Note: 1.5 is the factory default setting.
Content Type Text Graphics Text/Photo Photo	Specify the content of the original document. Note: Text/Photo is the factory default setting.
Content Source Black/White Laser Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specify how the original document was produced. Note: Black/White Laser is the factory default setting.
Color Off On	Specify whether or not an image is scanned or sent in color. Note: On is the factory default setting.
Resolution 75 dpi 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi	Specify the quality of the scan in dots per inch (dpi). Note: “150 dpi” is the factory default setting.
Darkness 1–9	Adjust the darkness of the output. Note: 5 is the factory default setting.

Use	To
Orientation Portrait Landscape	Specify the page orientation of the scanned image. Note: Portrait is the factory default setting.
Original Size Letter Legal Executive Folio Statement Oficio (Mexico) Universal Auto Size Sense Mixed Sizes A4 A5 A6 JIS B5 Difficult Media Letter Difficult Media A5 Difficult Media Legal Difficult Media A4 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in.	Specify the paper size of the original document. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.
Sides (Duplex) Off Long Edge Short Edge	Specify the page orientation of text and graphics. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • Long Edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). • Short Edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
JPEG Quality Best for content 5–90	Set the quality of a JPEG photo image in relation to the file size and quality of the image. Notes: <ul style="list-style-type: none"> • “Best for content” is the factory default setting. • 5 reduces the file size, but the quality of the image is lessened. • 90 provides the best image quality, but the file size is very large. • This menu setting applies to all scan functions.
Text Default 5–90	Set the quality of the text in relation to the file size and quality of the image. Note: 75 is the factory default setting.

Use	To
Text/Photo Default 5–90	Set the quality of a text/photo image in relation to the file size and quality of the image. Note: 75 is the factory default setting.
Photo Default 5–90	Set the quality of a photo image in relation to the file size and quality of the image. Note: 50 is the factory default setting.
Use Multi-Page TIFF On Off	Provide a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan-to-FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page of the job. Notes: <ul style="list-style-type: none"> On is the factory default setting. This menu setting applies to all scan functions.
Transmission Log Print log Do not print log Print only for error	Specify whether the transmission log prints. Note: “Print log” is the factory default setting.
Log Paper Source Tray [x] Multipurpose Feeder	Specify a paper source when printing FTP logs. Note: Tray 1 is the factory default setting.
Log Output Bin Standard Bin Bin [x]	Specify the bin for FTP logs. Notes: <ul style="list-style-type: none"> Standard Bin is the factory default setting. Bin [x] only appears when at least one optional bin is installed.
FTP bit Depth 1 bit 8 bit	Enable the Text/Photo mode to have smaller file sizes by using 1-bit images when Color is set to Off. Note: “8 bit” is the factory default setting.
File Name	Enter a base file name. Note: The limitation is 53 characters.
Custom Job scanning On Off	Copy a document that contains mixed paper sizes into a single scan job. Note: Off is the factory default setting.
Scan Preview On Off	Specify whether a preview will appear on the display for scan jobs. Notes: <ul style="list-style-type: none"> Off is the factory default setting. This menu item appears only when a formatted, working printer hard disk is installed.
Allow Save as Shortcut On Off	Enable shortcut creation for FTP addresses. Note: On is the factory default setting.

Use	To
Background Removal -4 to 4	Adjust the amount of background visible on a copy. Note: 0 is the factory default setting.
Color Balance Cyan - Red Magenta - Green Yellow - Blue	Enable an equal balance of colors in the output.
Color Dropout Color Dropout None Red Green Blue Default Red Threshold 0–255 Default Green Threshold 0–255 Default Blue Threshold 0–255	Specify which color to drop during scanning, and how much the dropout is increased or decreased. Notes: <ul style="list-style-type: none"> • None is the factory default setting for Color Dropout. • 128 is the factory default setting for each color threshold.
Contrast 0–5 Best for content	Specify the contrast of the output. Note: “Best for content” is the factory default setting.
Mirror Image Off On	Create a mirror image of the original document. Note: Off is the factory default setting.
Negative Image Off On	Create a negative image of the original document. Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjust the amount of shadow detail visible on a scanned image. Note: 0 is the factory default setting.
ADF Skew Fix Auto Off On	Correct the slight skew in the scanned image. Note: Auto is the factory default setting.
ADF Multi-feed Sensor On Off	Detect when the ADF picks more than a single sheet of paper at once. Note: On is the factory default setting.
Scan edge to edge Off On	Specify whether the original document is scanned edge-to-edge. Note: Off is the factory default setting.
Sharpness 1–5	Adjust the amount of sharpness of a scanned image. Note: 3 is the factory default setting.

Use	To
Temperature -4 to 4	Enable the user to specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.

Flash Drive menu

Scan Settings

Use	To
Format PDF (.pdf) Secure PDF TIFF (.tif) JPEG (.jpg) XPS (.xps)	Specify the format of the file to be sent through FTP. Note: PDF (.pdf) is the factory default setting.
PDF Version 1.2–1.7 A-1a	Set the version of the PDF file to be sent through FTP. Note: 1.5 is the factory default setting.
Content Type Text Graphics Text/Photo Photo	Specify the content of the original document. Note: Text/Photo is the factory default setting.
Content Source Black/White Laser Color Laser Inkjet Photo/Film Magazine Newspaper Press Other	Specify how the original document is produced. Note: Black/White Laser is the factory default setting.
Resolution 75 dpi 150 dpi 200 dpi 300 dpi 400 dpi 600 dpi	Specify the resolution of the scan in dots per inch (dpi). Note: 150 dpi is the factory default setting.
Darkness 1–9	Adjust the darkness of the output. Note: 5 is the factory default setting.

Use	To
Orientation Portrait Landscape	Specify the page orientation of the scanned image. Note: Portrait is the factory default setting.
Original Size Letter Legal Executive Folio Statement Oficio (Mexico) Auto Size Sense Mixed Sizes A4 A5 A6 JIS B5 Difficult Media Letter Difficult Media A5 Difficult Media Legal Difficult Media A4 Custom Scan Size [x] Book Original Business Card 3 x 5 in. 4 x 6 in.	Specify the paper size of the original document. Note: Letter is the U.S. factory default setting. A4 is the international factory default setting.
Sides (Duplex) Off Long Edge Short Edge	Specify the page orientation of text and graphics. Notes: <ul style="list-style-type: none"> Off is the factory default setting. Long Edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). Short Edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
JPEG Quality Best for content 5–90	Set the quality of a JPEG photo image in relation to file size and quality. Notes: <ul style="list-style-type: none"> “Best for content” is the factory default setting. 5 reduces the file size, but the quality of the image is lessened. 90 provides the best image quality, but the file size is very large. This menu applies to all scan functions.
Text Default 5–90	Set the quality of the text in relation to file size and the quality of the image. Note: 75 is the factory default setting.
Text/Photo Default 5–90	Set the quality of a text/photo image in relation to file size and quality. Note: 75 is the factory default setting.

Use	To
Photo Default 5–90	Set the quality of a photo image in relation to file size and quality. Note: 50 is the factory default setting.
Use Multi-Page TIFF On Off	Provide a choice between single-page TIFF files and multiple-page TIFF files. For a multiple-page scan to FTP job, either one TIFF file is created containing all the pages, or multiple TIFF files are created with one file for each page. Notes: <ul style="list-style-type: none"> On is the factory default setting. This menu applies to all scan functions.
File Name	Enter a base file name. Note: A maximum of 53 characters is allowed.
Custom Job Scanning On Off	Copy a document containing mixed paper sizes in a single copy job. Note: Off is the factory default setting.
Scan Preview On Off	Specify whether a preview appears on the display for scan jobs. Notes: <ul style="list-style-type: none"> Off is the factory default setting. This menu item appears only when a formatted, working scanner hard disk is installed.
Background Removal -4 to 4	Adjust the amount of background visible on a copy. Note: 0 is the factory default setting.
Contrast 0–5 Best for content	Specify the contrast of the scanned image. Note: “Best for content” is the factory default setting.
Mirror Image Off On	Create a mirror image of the original document. Note: Off is the factory default setting.
Negative Image Off On	Create a negative image of the original document. Note: Off is the factory default setting.
Shadow Detail -4 to 4	Adjust the amount of shadow detail visible on a scanned image. Note: 0 is the factory default setting.
ADF Skew Fix Auto Off On	Correct the slight skew in the scanned image. Note: Auto is the factory default setting.
Scan edge to edge Off On	Allow edge-to-edge scanning of the original document. Note: Off is the factory default setting.

Use	To
Sharpness 1–5	Adjust the amount of sharpness on a scanned image. Note: 3 is the factory default setting.
Temperature -4 to 4	Enable the user to specify “warm” or “cool” outputs. “Cool” values generate a bluer output than the default while “warm” values generate a redder output than the default.

Print Settings

Copies 1–999	Specify a default number of copies for each print job. Note: 1 is the factory default setting.
Paper Source Tray [x] Multipurpose Feeder Manual Paper Manual Envelope	Set a default paper source for all print jobs. Note: Tray 1 is the factory default setting.
Collate 1,1,1 - 2,2,2 1,2,3 - 1,2,3	Stack the pages of a print job in sequence when printing multiple copies. Note: “1,2,3 - 1,2,3” is the factory default setting.
Sides (Duplex) 1 sided 2 sided	Specify whether prints are on one side or on both sides of the page. Note: “1 sided” is the factory default setting.
Staple Off On	Specify whether the printed outputs are stapled. Notes: <ul style="list-style-type: none"> Off is the factory default setting. This menu item appears only when a staple finisher is installed.
Hole Punch Off On	Specify whether prints have punched holes. Notes: <ul style="list-style-type: none"> Off is the factory default setting. This menu item appears only when a supported staple, hole punch finisher is installed.
Hole Punch Mode 2 holes 3 holes 4 holes	Specify the number of holes to be made on the prints. Notes: <ul style="list-style-type: none"> “3 holes” is the U.S. factory default setting. “4 holes” is the international factory default setting. This menu item appears only when a supported staple, hole punch finisher is installed.
Duplex Binding Long Edge Short Edge	Define binding for duplexed pages in relation to the page orientation of the printed document. Notes: <ul style="list-style-type: none"> Long Edge assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). Short Edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).

Paper Saver Off 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up	Print multiple pages on a single sheet of paper. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • The number selected is the number of page images that will print per side.
Paper Saver Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical	Specify the positioning of multiple-page images. Notes: <ul style="list-style-type: none"> • Horizontal is the factory default setting. • Positioning depends on the number of page images and whether they are in portrait or in landscape orientation.
Paper Saver Orientation Auto Landscape Portrait	Specify the orientation of a multiple-page document. Note: Auto is the factory default setting. The printer chooses between portrait and landscape.
Paper Saver Border None Solid	Print a border on each image in jobs that generate multiple page images. Note: None is the factory default setting.
Separator Sheets Off Between Copies Between Jobs Between Pages	Specify whether blank separator sheets are inserted. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • Between Copies inserts a blank sheet between each copy of a print job if Collate is set to "1,2,3 - 1,2,3." If Collate is set to "1,1,1 - 2,2,2," then a blank page is inserted between each set of printed pages, such as after all page 1's and after all page 2's. • Between Jobs inserts a blank sheet between print jobs. • Between Pages inserts a blank sheet between each page of the print job. This setting is useful when printing transparencies or when inserting blank pages in a document .
Separator Sheet Source Tray [x] Multipurpose Feeder	Specify the paper source for separator sheets. Note: Tray 1 is the factory default setting.
Blank Pages Do Not Print Print	Specify whether blank pages are inserted in a print job. Note: Do Not Print is the factory default setting.

Print Settings

Setup menu

Use	To
Printer Language PCL Emulation PS Emulation	Set the default printer language. Notes: <ul style="list-style-type: none"> • PS Emulation is the factory default printer language. • Setting a printer language as the default does not prevent a software program from sending print jobs that use another printer language.
Job Waiting On Off	Specify that print jobs be removed from the print queue if they require unavailable printer options or custom settings. They are stored in a separate print queue, so other jobs print normally. When the missing information or options are obtained, the stored jobs print. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This menu appears only when a printer hard disk is installed. This requirement ensures that stored jobs are not deleted if the printer loses power.
Print Area Normal Fit to Page Whole Page	Set the logical and physical printable area. Notes: <ul style="list-style-type: none"> • Normal is the factory default setting. When attempting to print data in the non-printable area defined by the Normal setting, the printer clips the image at the boundary. • Whole Page allows the image to be moved into the non-printable area defined by the Normal setting. Whole Page only affects pages printed using a PCL 5e interpreter. This has no effect on pages printed using the PCL XL or PostScript interpreter.
Download Target RAM Flash Disk	Set the storage location for downloads. Notes: <ul style="list-style-type: none"> • RAM is the factory default setting. Storing downloads in the RAM is temporary. • Storing downloads in the flash memory or in a printer hard disk places them in permanent storage. Downloads remain in the flash memory or in the printer hard disk even when the printer is turned off. • This menu appears only when a formatted, working flash drive or printer hard disk is installed.

Use	To
Resource Save On Off	Specify how the printer handles temporary downloads, such as fonts and macros stored in the RAM, when the printer receives a job that requires more memory than is available. Notes: <ul style="list-style-type: none"> Off is the factory default setting. This sets the printer to retain the downloads only until memory is needed. Downloads are deleted in order to process print jobs. On retains the downloads during language changes and printer resets. If the printer runs out of memory, then Memory Full [38] appears, and downloads are not deleted.
Print All Order Alphabetical Oldest First Newest First	Specify the order in which held and confidential jobs are printed when Print All is selected. Note: Alphabetical is the factory default setting. Print jobs always appear in alphabetical order on the printer control panel.

Finishing menu

Use	To
Sides (Duplex) 1 sided 2 sided	Specify whether two-sided (duplex) printing is set as the default for all print jobs. Notes: <ul style="list-style-type: none"> “1 sided” is the factory default setting. You can 2-sided printing from the printer software. For Windows users: Click File > Print, and then click Properties, Preferences, Options, or Setup. For Macintosh users: Choose File > Print, and then adjust the settings from the Print dialog and pop-up menus.
Duplex Binding Long Edge Short Edge	Define the way duplexed pages are bound and printed. Notes: <ul style="list-style-type: none"> Long Edge is the factory default setting. This assumes binding along the long edge of the page (left edge for portrait and top edge for landscape). Short Edge assumes binding along the short edge of the page (top edge for portrait and left edge for landscape).
Copies 1–999	Specify the default number of copies for each print job. Note: 1 is the factory default setting.
Blank Pages Do Not Print Print	Specify whether blank pages are inserted in a print job. Note: Do Not Print is the factory default setting.

Use	To
Collate 1,1,1 - 2,2,2 1,2,3 - 1,2,3	Stack the pages of a print job in sequence when printing multiple copies. Notes: <ul style="list-style-type: none"> • “1,2,3 - 1,2,3” is the factory default setting. • On stacks the print job in sequence.
Separator Sheets Off Between Copies Between Jobs Between Pages	Specify whether blank separator sheets are inserted. Notes: <ul style="list-style-type: none"> • None is the factory default setting. • Between Copies inserts a blank sheet between each copy of a print job if Collate is set to “1,2,3 - 1,2,3.” If Collate is set to “1,1,1 - 2,2,2,” then a blank page is inserted between each set of printed pages, such as after all page 1s and after all page 2s. • Between Jobs inserts a blank sheet between print jobs. • Between Pages inserts a blank sheet between each page of a print job. This setting is useful when printing transparencies or when inserting blank pages in a document.
Separator Source Tray [x] Multipurpose Feeder	Specify the paper source for separator sheets. Notes: <ul style="list-style-type: none"> • Tray 1 (standard tray) is the factory default setting. • From the Paper menu, set Configure MP to "Cassette" for Multipurpose Feeder to appear as a menu setting.
Paper Saver Off 2-Up 3-Up 4-Up 6-Up 9-Up 12-Up 16-Up	Print multiple-page images on one side of a paper. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • The number selected is the number of page images that will print per side.
Paper Saver Ordering Horizontal Reverse Horizontal Reverse Vertical Vertical	Specify the positioning of multiple-page images when using Paper Saver. Notes: <ul style="list-style-type: none"> • Horizontal is the factory default setting. • Positioning depends on the number of page images and whether they are in portrait or landscape orientation.
Paper Saver Orientation Auto Landscape Portrait	Specify the orientation of a multiple-page document. Note: Auto is the factory default setting. The printer chooses between portrait and landscape.
Paper Saver Border None Solid	Print a border when using Paper Saver. Note: None is the factory default setting.

Use	To
Staple Job Off On	Specify whether printed output is stapled. Notes: <ul style="list-style-type: none"> Off is the factory default setting. This menu item appears only when a supported staple finisher is installed.
Run Stapler Test	Print a report that confirms that the staple finisher is functioning properly. Note: This menu item appears only when a supported staple finisher is installed.
Hole Punch On Off	Specify whether holes will be created on printed outputs for the purpose of collecting the sheets in a binder or folder. Notes: <ul style="list-style-type: none"> Off is the factory default setting. This menu item appears only when a supported staple, hole punch finisher is installed.
Hole Punch Mode 2 holes 3 holes 4 holes	Specify the number of holes to be created on printed outputs for the purpose of collecting the sheets in a binder or folder. Notes: <ul style="list-style-type: none"> “3 holes” is the U.S. factory default setting. “4 holes” is the international factory default setting. This menu item appears only when a supported staple, hole punch finisher is installed.
Offset Pages None Between Copies Between Jobs	Offset pages at certain instances. Notes: <ul style="list-style-type: none"> None is the factory default setting. Between Copies offsets each copy of a print job if Collate is set to “1,2,3 - 1,2,3.” If Collate is set to “1,1,1 - 2,2,2,” then each set of printed pages are offset, such as all page 1s and all page 2s. Between Jobs sets the same offset position for the entire print job regardless of the number of copies printed. This menu item appears only when a supported staple finisher is installed.

Quality menu

Menu item	Description
Print Resolution 600 dpi 1200 dpi 1200 Image Q 2400 Image Q 300 dpi	Specifies the printed output resolution

Menu item	Description
Pixel Boost Off Fonts Horizontally Vertically Both directions Isolated	Adjusts pixels to print a sharper image. Note: Off is the factory default setting.
Toner Darkness 1–10	Lightens or darkens the print Notes: <ul style="list-style-type: none"> • 8 is the factory default setting. • Selecting a smaller number can help conserve toner.
Enhance Fine Lines Off On	Enables a print mode preferable for files such as architectural drawings, maps, electrical circuit diagrams, and flow charts Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • You can set this option from the software program. For Windows users, click File > Print, and then click Properties, Preferences, Options, or Setup. For Macintosh users, choose File > Print, and then adjust the settings from the print dialog and pop-up menus. • To set Enhance Fine Lines using the Embedded Web Server, type the network printer IP address in the address field of your Web browser.
Gray Correction Auto Off	Allows the user to print mid-gray images Note: Auto is the factory default setting.
Brightness -6 to 6	Adjusts brightness in color print jobs Notes: <ul style="list-style-type: none"> • 0 is the factory default setting. • -6 is the maximum decrease. 6 is the maximum increase. • This does not affect files where CMYK color specifications are being used.
Contrast 0–5	Adjusts contrast in color print jobs Notes: <ul style="list-style-type: none"> • 0 is the factory default setting. • This does not affect files where CMYK color specifications are being used.

Job Accounting menu

Note: This menu item appears only when a formatted, working scanner hard disk is installed. Make sure the scanner hard disk is not read/write- or write-protected.

Use	To
Job Accounting Log Off On	Set the scanner to create a log of the print jobs it receives. Note: Off is the factory default setting.
Job Accounting Utilities	Print and delete log files or export them to a flash drive.
Accounting Log Frequency Weekly Monthly	Determine how often a log file is created. Note: Monthly is the factory default setting.
Log Action at End of Frequency None E-mail Current Log E-mail & Delete Current Log Post Current Log Post & Delete Current Log	Set how the scanner responds to the expiration of the frequency threshold. Note: None is the factory default setting.
Log Near Full Level Off 1–99	Specify the maximum size of the log file before the scanner executes the Log Action at Near Full. Note: 5 is the factory default setting.
Log Action at Near Full None E-mail Current Log E-mail & Delete Current Log E-mail & Delete Oldest Log Post Current Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All Logs Delete All But Current	Determine and set how the scanner responds when the scanner hard disk is nearly full. Notes: <ul style="list-style-type: none"> None is the factory default setting. The value defined in Log Near Full Level determines when this action is triggered.
Log Action at Full None E-mail & Delete Current Log E-mail & Delete Oldest Log Post & Delete Current Log Post & Delete Oldest Log Delete Current Log Delete Oldest Log Delete All Logs Delete All But Current	Determine and set how the scanner responds when disk usage reaches the maximum limit (100MB). Note: None is the factory default setting.
URL to Post Logs	Determine and set where the scanner posts job accounting logs.
E-mail to Send Logs	Specify the e-mail address to which the scanner sends job accounting logs.

Use	To
Log File Prefix	Specify the prefix you want for the log file name. Note: The current host name defined in the TCP/IP menu is used as the default log file prefix.

Utilities menu

Menu item	Description
Remove Held Jobs Confidential Held Not Restored All	Removes confidential and held jobs from the scanner hard disk Notes: <ul style="list-style-type: none"> • Selecting a setting affects only print jobs that are resident in the scanner. Bookmarks, print jobs on flash drives, and other types of held jobs are not affected. • Not Restored removes all Print and Hold jobs that are <i>not</i> restored from the scanner hard disk or memory.
Format Flash Yes No	Formats the flash memory Warning—Potential Damage: Do not turn off the scanner while the flash memory is being formatted. Notes: <ul style="list-style-type: none"> • Yes deletes all data stored in flash memory. • No cancels the format request. • Flash memory refers to the memory added by installing a flash memory option card in the scanner. • A flash memory option card must be installed in the scanner and operating properly for this menu item to be available. • The flash memory option card must not be read/write- or write-protected.
Delete Downloads on Disk Delete Now Do Not Delete	Removes downloads from the scanner hard disk, including all held jobs, buffered jobs, and parked jobs Notes: <ul style="list-style-type: none"> • Delete Now configures the scanner control panel to return to the originating screen after the deletion process is completed. • Do Not Delete sets the scanner control panel to return to the main Utilities menu.
Activate Hex Trace	Assists in isolating the source of a print job problem Notes: <ul style="list-style-type: none"> • When activated, all data sent to the scanner is printed in hexadecimal and character representation, and control codes are not executed. • To exit or deactivate Hex Trace, turn the scanner off or reset the scanner.
Coverage Estimator Off On	Provides an estimate of the percentage coverage of toner on a page. The estimate is printed on a separate page at the end of each print job. Note: Off is the factory default setting.

XPS menu

Use	To
Print Error Pages Off On	Print a page containing information on errors, including XML markup errors. Note: Off is the factory default setting.

PDF menu

Use	To
Scale to Fit Yes No	Scale page content to fit the selected paper size. Note: No is the factory default setting.
Annotations Do Not Print Print	Print annotations in a PDF. Note: Do Not Print is the factory default setting.

PostScript menu

Use	To
Print PS Error On Off	Print a page containing the PostScript error. Note: Off is the factory default setting.
Lock PS Startup Mode On Off	Disable the SysStart file. Note: Off is the factory default setting.
Font Priority Resident Flash/Disk	Establish the font search order. Notes: <ul style="list-style-type: none"> Resident is the factory default setting. This menu item is available only when a formatted, working flash memory option card or scanner hard disk is installed and is operating properly. Make sure the flash memory option or scanner hard disk is not read/write-, write-, or password-protected. Job Buffer Size must not be set to 100%.

PCL Emul menu

Use	To
Font Source Resident Disk Download Flash All	Specify the set of fonts used by the Font Name menu. Notes: <ul style="list-style-type: none"> • “Resident” is the factory default setting. This shows the factory default set of fonts downloaded in the RAM. • “Flash” and “Disk” settings show all fonts resident in that option. • The flash option must be properly formatted and cannot be read/write-, write-, or password-protected. • “Download” shows all the fonts downloaded in the RAM. • “All” shows all fonts available to any option.
Font Name Courier 10	Identify a specific font and the option where it is stored. Note: Courier 10 is the factory default setting. Courier 10 shows the font name, font ID, and the storage location in the scanner. The font source abbreviation is R for Resident, F for Flash, K for Disk, and D for Download.
Symbol Set 10U PC-8 12U PC-850	Specify the symbol set for each font name. Notes: <ul style="list-style-type: none"> • 10U PC-8 is the US factory default setting. 12U PC-850 is the international factory default setting. • A symbol set is a set of alphabetic and numeric characters, punctuation, and special symbols. Symbol sets support the different languages or specific programs such as math symbols for scientific text. Only the supported symbol sets are shown.
PCL Emulation Settings Point Size 1.00–1008.00	Change the point size for scalable typographic fonts. Notes: <ul style="list-style-type: none"> • 12 is the factory default setting. • Point size refers to the height of the characters in the font. One point equals approximately 0.014 in. • Point sizes can be increased or decreased in 0.25-point increments.
PCL Emulation Settings Pitch 0.08–100	Specify the font pitch for scalable monospaced fonts. Notes: <ul style="list-style-type: none"> • 10 is the factory default setting. • Pitch refers to the number of fixed-space characters per inch (cpi). This pitch can be increased or decreased in 0.01-cpi increments. • For nonscalable monospaced fonts, the pitch appears on the display but it cannot be changed.
PCL Emulation Settings Orientation Portrait Landscape	Specify the orientation of text and graphics on the page. Notes: <ul style="list-style-type: none"> • Portrait is the factory default setting. This prints text and graphics parallel to the short edge of the page. • Landscape prints text and graphics parallel to the long edge of the page.

Use	To
PCL Emulation Settings Lines per Page 1–255	Specify the number of lines that print on each page. Notes: <ul style="list-style-type: none"> 60 is the U.S. factory default setting. 64 is the international factory default setting. The scanner sets the amount of space between each line based on the Lines per Page, Paper Size, and Orientation settings. Select the Paper Size and Orientation you want before setting Lines per Page.
PCL Emulation Settings A4 Width 198 mm 203 mm	Set the printer to print on A4-size paper. Notes: <ul style="list-style-type: none"> 198 mm is the factory default setting. The 203-mm setting sets the width of the page to allow printing of eighty 10-pitch characters.
PCL Emulation Settings Auto CR after LF On Off	Specify whether the scanner automatically performs a carriage return (CR) after a line feed (LF) control command. Note: Off is the factory default setting.
PCL Emulation Settings Auto LF after CR On Off	Specify whether the scanner automatically performs a line feed (LF) after a carriage return (CR) control command. Note: Off is the factory default setting.
Tray Renumber Assign MP Feeder Off None 0–199 Assign Tray [x] Off None 0–199 Assign Manual Paper Off None 0–199 Assign Manual Envelope Off None 0–199	Configure the scanner to work with scanner software or programs that use different source assignments for trays and feeders. Notes: <ul style="list-style-type: none"> Off is the factory default setting. None ignores the Select Paper Feed command. This option appears only when it is selected by the PCL 5 interpreter. 0–199 allows a custom setting to be assigned. Some menu settings are available only in select printer models.

Use	To
Tray Renumber View Factory Defaults MPF Default = 8 T1 Default = 1 T1 Default = 4 T1 Default = 5 T1 Default = 20 T1 Default = 21 Env Default = 6 MPaper Default = 2 MEnv Default = 3	Display the factory default setting assigned to each tray or feeder.
Tray Renumber Restore Defaults Yes No	Restore all tray and feeder assignments to the factory default settings.

HTML menu

Use	To
Font Name Albertus MT Antique Olive Apple Chancery Arial MT Avant Garde Bodoni Bookman Chicago Clarendon Cooper Black Copperplate Coronet Courier Eurostile Garamond Geneva Gill Sans Goudy Helvetica Hoefler Text Intl CG Times Intl Courier Intl Univers	Joanna MT Letter Gothic Lubalin Graph Marigold MonaLisa Recut Monaco New CenturySbk New York Optima Oxford Palatino StempelGaramond Taffy Times TimesNewRoman Univers Zapf Chancery NewSansMTCS NewSansMTCT New SansMTJA NewSansMTKO
	Set the default font for HTML documents. Note: The Times font is used in HTML documents that do not specify a font.

Use	To
Font Size 1–255 pt	Set the default font size for HTML documents. Notes: <ul style="list-style-type: none"> • 12 pt is the factory default setting. • Font size can be increased in 1-point increments.
Scale 1–400%	Scale the default font for HTML documents. Notes: <ul style="list-style-type: none"> • 100% is the factory default setting. • Scaling can be increased in 1% increments.
Orientation Portrait Landscape	Set the page orientation for HTML documents. Note: Portrait is the factory default setting.
Margin Size 8–255 mm	Set the page margin for HTML documents. Notes: <ul style="list-style-type: none"> • 19 mm is the factory default setting. • Margin size can be increased in 1-mm increments.
Backgrounds Do Not Print Print	Specify whether to print backgrounds on HTML documents. Note: Print is the factory default setting.

Image menu

Use	To
Auto Fit On Off	Select the optimal paper size, scaling, and orientation. Note: On is the factory default setting. It overrides scaling and orientation settings for some images.
Invert On Off	Invert bitonal monochrome images. Notes: <ul style="list-style-type: none"> • Off is the factory default setting. • This setting does not apply to GIF or JPEG images.
Scaling Anchor Top Left Best Fit Anchor Center Fit Height/Width Fit Height Fit Width	Scale the image to fit the selected paper size. Notes: <ul style="list-style-type: none"> • Best Fit is the factory default setting. • When Auto Fit is set to On, Scaling is automatically set to Best Fit.

Use	To
Orientation Portrait Landscape Reverse Portrait Reverse Landscape	Set the image orientation. Note: Portrait is the factory default setting.

Help menu

The Help menu consists of a series of Help pages that are stored in the scanner as PDF files. They contain information about using the scanner and performing various tasks, including copying, scanning, and faxing.

English, French, German, and Spanish translations are stored in the scanner.

Other translations are available on the Lexmark Web site at www.lexmark.com.

Menu item	Description
Print All Guides	Prints all the guides
Copy Guide	Provides information about making copies and changing settings
Fax Guide	Provides information about sending faxes using fax numbers, shortcut numbers, or the address book, and about changing settings
E-mail Guide	Provides information about sending e-mails using addresses, shortcut numbers, or the address book, and about changing settings
FTP Guide	Provides information about scanning documents directly to an FTP server using an FTP address, shortcut numbers, or the address book, and about changing settings
Print Defects Guide	Provides help in resolving repeating defects in copies or prints
Information Guide	Provides help in locating additional information
Supplies Guide	Provides part numbers for ordering supplies

Saving money and the environment

Lexmark is committed to environmental sustainability and is continually improving its printers to reduce their impact on the environment. We design with the environment in mind, engineer our packaging to reduce materials, and provide collection and recycling programs. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment
- The Lexmark recycling program at www.lexmark.com/recycle

By selecting certain printer settings or tasks, you may be able to reduce your printer's impact even further. This chapter outlines the settings and tasks that may yield a greater environmental benefit.

Saving paper and toner

Studies show that as much as 80% of the carbon footprint of a printer is related to paper usage. You can significantly reduce your carbon footprint by using recycled paper and the following printing suggestions, such as printing on both sides of the paper and printing multiple pages on one side of a single sheet of paper.

For information on how you can quickly save paper and energy using one printer setting, see [“Using Eco-Mode” on page 231](#).

Using recycled paper

As an environmentally conscious company, Lexmark supports the use of recycled office paper produced specifically for use in laser printers. For more information on recycled papers that work well with your printer, see [“Using recycled paper and other office papers” on page 86](#).

Conserving supplies

Use both sides of the paper

If your printer model supports two-sided printing, then you can control whether print appears on one or two sides of the paper.

Notes:

- Two-sided printing is the default setting in the print driver.
- For a complete list of supported products and countries, go to <http://support.lexmark.com>.

Place multiple pages on one sheet of paper

You can print up to 16 consecutive pages of a multiple-page document onto one side of a single sheet of paper by setting multiple page printing (N-Up) for the print job.

Check your first draft for accuracy

Before printing or making multiple copies of a document:

- Use the preview feature to see how the document looks like before you print it.
- Print one copy of the document to check its content and format for accuracy.

Avoid paper jams

Correctly set the paper type and size to avoid paper jams. For more information, see [“Avoiding jams” on page 265](#).

Saving energy

Using Eco-Mode

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings > General Settings > Eco-Mode** > select a setting.

Use	To
Off	Use the factory default settings for all settings associated with Eco-Mode. Off supports the performance specifications of the printer.
Energy	Reduce energy use, especially when the printer is idle. <ul style="list-style-type: none"> • Printer engine motors do not start until it is ready to print. You may notice a short delay before the first page is printed. • The printer enters Sleep mode after one minute of inactivity.
Energy/Paper	Use all the settings associated with Energy and Paper modes.
Paper	<ul style="list-style-type: none"> • Enable the automatic two-sided (duplex) feature. • Turn off print log features.

- 3 Click **Submit**.

Reducing printer noise

Enable Quiet Mode to reduce printer noise.

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings > General Settings > Quiet Mode** > select a setting.

Use	To
On	Reduce printer noise. Notes: <ul style="list-style-type: none"> • Print jobs are processed at a reduced speed. • Printer engine motors do not start until a document is ready to print. There will be a short delay before the first page is printed.
Off	Use factory default settings. Note: This setting supports the performance specifications of the printer.

3 Click **Submit**.

Adjusting Sleep mode

To save energy, decrease the number of minutes before the scanner and the printer enter Sleep mode.

Select from 1 to 120 minutes. The factory default setting is 45 minutes.

Using the Embedded Web Server

1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings > General Settings > Timeouts**.

3 In the Sleep Mode field, enter the number of minutes you want the scanner and the printer to wait before they enter Sleep mode.

4 Click **Submit**.

Using the scanner control panel

1 From the scanner home screen, navigate to:



> Settings > General Settings > Timeouts > Sleep Mode

2 In the Sleep Mode field, select the number of minutes you want the scanner and the printer to wait before they enter Sleep mode, and then touch **Submit**.

Adjusting the brightness of the display

To save energy, or if you have trouble reading your display, then adjust the brightness of the display.

Available settings range from 20–100. The factory default setting is 100.

Using the Embedded Web Server

- 1 Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page, and then locate the information in the TCP/IP section.

- 2 Click **Settings** > **General Settings**.

- 3 In the Screen Brightness field, enter the brightness percentage you want for the display.

- 4 Click **Submit**.

Using the scanner control panel

- 1 From the home screen, navigate to:



> **Settings** > **General Settings**

- 2 Touch the arrows until **Screen Brightness** appears, and then select a setting.

- 3 Touch **Submit**.

Recycling

Lexmark provides collection programs and environmentally progressive approaches to recycling. For more information, see:

- The Notices chapter
- The Environmental Sustainability section of the Lexmark Web site at www.lexmark.com/environment
- The Lexmark recycling program at www.lexmark.com/recycle

Recycling Lexmark products

To return Lexmark products for recycling:

- 1 Go to www.lexmark.com/recycle.
- 2 Find the product type you want to recycle, and then select your country or region from the list.
- 3 Follow the instructions on the computer screen.

Note: Printer supplies and hardware not listed in the Lexmark collection program may be recycled through your local recycling center. Contact your local recycling center to determine the items they accept.

Recycling Lexmark packaging

Lexmark continually strives to minimize packaging. Less packaging helps to ensure that Lexmark printers are transported in the most efficient and environmentally sensitive manner and that there is less packaging to dispose of. These efficiencies result in fewer greenhouse emissions, energy savings, and natural resource savings.

Lexmark cartons are 100% recyclable where corrugated recycling facilities exist. Facilities may not exist in your area.

The foam used in Lexmark packaging is recyclable where foam recycling facilities exist. Facilities may not exist in your area.

When you return a cartridge to Lexmark, you can reuse the box that the cartridge came in. Lexmark will recycle the box.

Returning Lexmark cartridges for reuse or recycling

Lexmark Cartridge Collection Program diverts millions of Lexmark cartridges from landfills annually by making it both easy and free for Lexmark customers to return used cartridges to Lexmark for reuse or recycling. One hundred percent of the empty cartridges returned to Lexmark are either reused or demanufactured for recycling. Boxes used to return the cartridges are also recycled.

To return Lexmark cartridges for reuse or recycling, follow the instructions that came with your printer or cartridge and use the prepaid shipping label. You can also do the following:

- 1** Go to www.lexmark.com/recycle.
- 2** From the Toner Cartridges section, select your country or region.
- 3** Follow the instructions on the computer screen.

Securing the printer

Statement of Volatility

Your scanner contains various types of memory that are capable of storing device and network settings, information from embedded solutions, and user data. The following are the types of memory and the types of data they store:

- **Volatile memory**—Your device utilizes standard *Random Access Memory* (RAM) to temporarily buffer user data during simple print and copy jobs.
- **Non-volatile memory**—Your device may utilize two forms of non-volatile memory: EEPROM and NAND (flash memory). Both types are used to store the operating system, device settings, network information, scanner and bookmark settings, and embedded solutions.
- **Hard disk memory**—Some devices have a hard disk drive installed. The scanner hard disk is designed for device-specific functionality and cannot be used for long term storage for data that is not print-related. The hard disk does not provide the capability for users to extract information, create folders, create disk or network file shares, or FTP information directly from a client device. The hard disk can retain buffered user data from complex scan, print, copy, and fax jobs, as well as form data, and font data.

There are several circumstances where you may want to erase the contents of memory of devices installed in the scanner. A partial list includes:

- The scanner is being decommissioned.
- The scanner hard drive is being replaced.
- The scanner is being moved to a different department or location.
- The scanner is being serviced by someone from outside your organization.
- The scanner is being removed from your premises for service.

Disposing of a printer or scanner hard drive

Note: Not all printers or scanners have a hard disk installed.

In high-security environments, it may be necessary to take additional steps to ensure that confidential data stored on the scanner hard disk cannot be accessed once the scanner—or its hard disk—is removed from your premises.

- **Degaussing**—Flushes the hard drive with a magnetic field that erases stored data
- **Crushing**—Physically compresses the hard disk to break component parts and render them unreadable
- **Milling**—Physically shreds the hard disk into small metal bits

Note: The only way to guarantee that all data is completely erased is to physically destroy each memory device on which data could have been stored.



Erasing volatile memory

The volatile memory (RAM) installed in your scanner requires a power source to retain information. To erase the buffered data, simply turn off the scanner and the printer.

Erasing non-volatile memory

- **Individual settings, device and network settings, security settings, and embedded solutions**—Erase information and settings by selecting Wipe All Settings in the Configuration menu.
- **Fax data**—Erase fax settings and data by selecting Wipe All Settings in the Configuration menu.

1 Turn off the scanner.

2 Hold down  and  while turning the scanner on. Release the buttons only when the screen with the progress bar appears.

The scanner performs a power-on sequence, and then the Configuration menu appears. When the scanner is fully powered up, the touch screen displays a list of functions, instead of the standard home screen icons.

3 Touch **Wipe All Settings**.

The scanner will reboot several times during this process.

Note: Wipe All Settings securely removes device settings, solutions, jobs, faxes, and passwords in the scanner.



4 Touch **Back > Exit Config Menu**.

The scanner will power-on reset, and then return to normal operating mode.

Erasing scanner hard disk memory

Configuring Disk Wiping lets you remove residual confidential material left by scan, print, copy, and fax jobs, by securely overwriting files that have been marked for deletion.

1 Turn off the scanner.

2 Hold down  and  while turning the scanner on. Release the buttons only when the screen with the progress bar appears.

The scanner performs a power-on sequence, and then the Configuration menu appears. When the scanner is fully powered up, the touch screen displays a list of functions, instead of the standard home screen icons.

3 Touch **Wipe Disk**, and then touch one of the following:

- **Wipe disk (fast)**—This lets you overwrite the disk with all zeroes in a single pass.
- **Wipe disk (secure)**—This lets you overwrite the disk with random bit patterns several times, followed by a verification pass. A secure overwrite is compliant with the DoD 5220.22-M standard for securely erasing data from a hard disk. Highly confidential information should be wiped using this method.

4 Touch **Yes** to proceed with disk wiping. A status bar will indicate the progress of the disk wiping task.

Note: Disk wiping can take from several minutes to more than an hour, during which the scanner will be unavailable for other user tasks.

5 Touch **Back > Exit Config Menu**.

The scanner will power-on reset, and then return to normal operating mode.

Configuring scanner hard disk encryption

Enable hard disk encryption to prevent loss of sensitive data in the event the scanner or its hard disk is stolen.

Using the Embedded Web Server

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Settings > Security > Disk Encryption**.

Note: Disk Encryption appears in the Security Menu only when a formatted, working scanner hard disk is installed.

- 3 From the Disk encryption menu, select **Enable**.

Notes:

- Enabling disk encryption erases the contents of the scanner hard disk.
- Disk encryption can take from several minutes to more than an hour, during which the scanner will be unavailable for other user tasks.

- 4 Click **Submit**.

Using the scanner control panel

- 1 Turn off the printer and the scanner.
- 2 Hold down **2** and **6** of the scanner while turning on both devices. Release the buttons only when the screen with the progress bar appears.

The scanner performs a power-on sequence, and then the Configuration menu appears. When the scanner is fully turned on, a list of functions appears on the scanner display.

- 3 Touch **Disk Encryption > Enable**.

Note: Enabling disk encryption erases the contents of the scanner hard disk.

- 4 Touch **Yes** to proceed with disk wiping.

Notes:

- Do not turn off the scanner during the encryption process. Doing so may result in the loss of data.
- Disk encryption can take from several minutes to more than an hour, during which the scanner is unavailable for other user tasks.
- A status bar indicates the progress of the disk wiping task. After the disk has been encrypted, the scanner returns to the Enable/Disable screen.

- 5 Touch **Back > Exit Config Menu**.

The scanner performs a power-on reset, and then returns to normal operating mode.

Finding printer security information

In high-security environments, it may be necessary to take additional steps to make sure that confidential data stored in the printer cannot be accessed by unauthorized persons. For more information, visit the [Lexmark security Web page](#).

You can also see the *Embedded Web Server — Security: Administrator's Guide* for additional information:

- 1 Go to www.lexmark.com, and then navigate to **Support & Downloads** > select your printer.
- 2 Click the **Manuals** tab, and then select *Embedded Web Server — Security: Administrator's Guide*.

Maintaining the scanner and the printer

Periodically, certain tasks are required to maintain optimum print quality.

Cleaning the printer

Note: You may need to perform this task after every few months.

Warning—Potential Damage: Damage to the printer caused by improper handling is not covered by the printer warranty.

- 1 Make sure that the printer is turned off and unplugged from the electrical outlet.



CAUTION—SHOCK HAZARD: To avoid the risk of electrical shock when cleaning the exterior of the printer, unplug the power cord from the electrical outlet and disconnect all cables from the printer before proceeding.

- 2 Remove paper from the standard bin and multipurpose feeder.
- 3 Remove any dust, lint, and pieces of paper around the printer using a soft brush or vacuum.
- 4 Dampen a clean, lint-free cloth with water, and use it to wipe the outside of the printer.

Warning—Potential Damage: Do not use household cleaners or detergents to prevent damage to the exterior of the printer.

- 5 Make sure all areas of the printer are dry before sending a new print job.

Cleaning the exterior of the scanner

- 1 Make sure the scanner is turned off and unplugged from the wall outlet.



CAUTION—SHOCK HAZARD: To avoid the risk of electric shock when cleaning the exterior of the scanner, unplug the power cord from the wall outlet and disconnect all cables from the scanner before proceeding.

- 2 Remove paper from the standard exit bin.
- 3 Dampen a clean, lint-free cloth with water.

Warning—Potential Damage: Do not use household cleaners or detergents, as they may damage the finish of the scanner.

- 4 Wipe only the exterior of the scanner, including the exit tray.

Warning—Potential Damage: Using a damp cloth to clean the interior may cause damage to your scanner.

- 5 Make sure the paper support and exit tray are dry before using the scanner.

Cleaning the scanner glass

Clean the scanner glass if you encounter print quality problems, such as streaks on copied or scanned images.

- 1 Slightly dampen a soft, lint-free cloth or paper towel with water.
- 2 Open the scanner cover.



1	White underside of the scanner cover
2	Scanner glass

- 3 Wipe the scanner glass until it is clean and dry.
- 4 Wipe the white underside of the scanner cover until it is clean and dry.
- 5 Close the scanner cover.

Cleaning the ADF glass

- 1 Slightly dampen a soft, lint-free cloth or paper towel with water.

Notes:

- You may also dampen a paper towel with ammonia-free, deionized glass cleaner.
- The cleaning kit for the scanner glass could also be used for this task.

- 2 Open the ADF cover.



- 3 Wipe the upper and lower ADF glass until they are clean and dry.



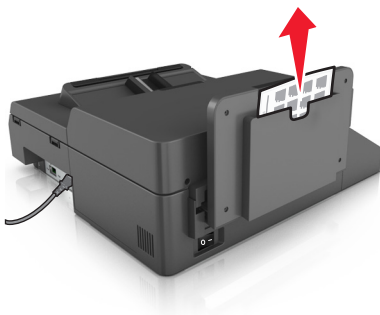
- 4 Close the ADF cover.

Cleaning the ADF parts

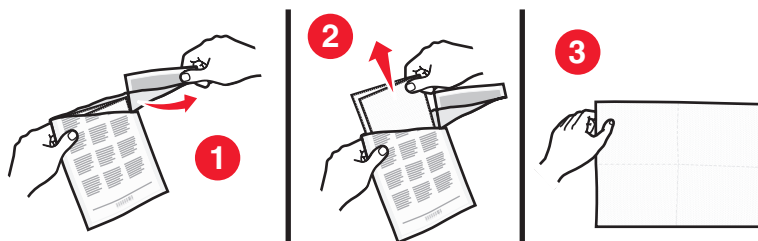
Clean the ADF parts periodically to ensure the ADF feeds paper properly. Residue on the ADF parts may cause scan quality issues and false paper jam messages.

When cleaning ADF parts, use the cleaning kit that came with the scanner.

- 1 Remove the cleaning kit from its container under the exit tray.



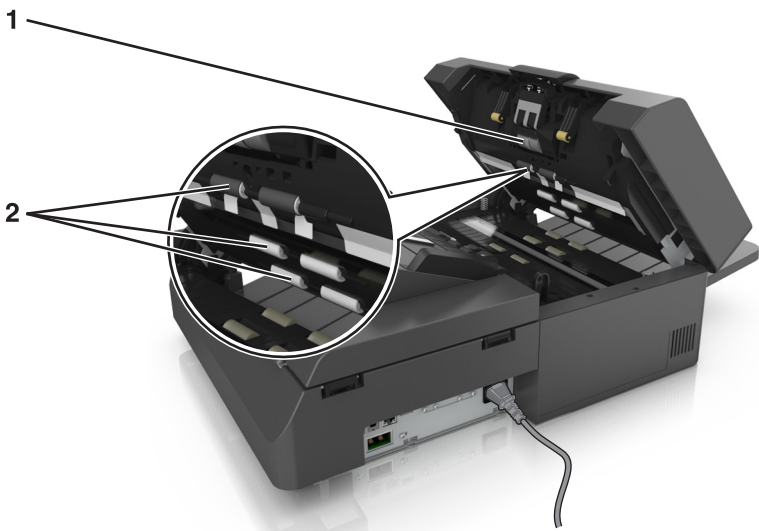
- 2 Unpack and unfold the cleaning cloth.



3 Open the ADF cover.

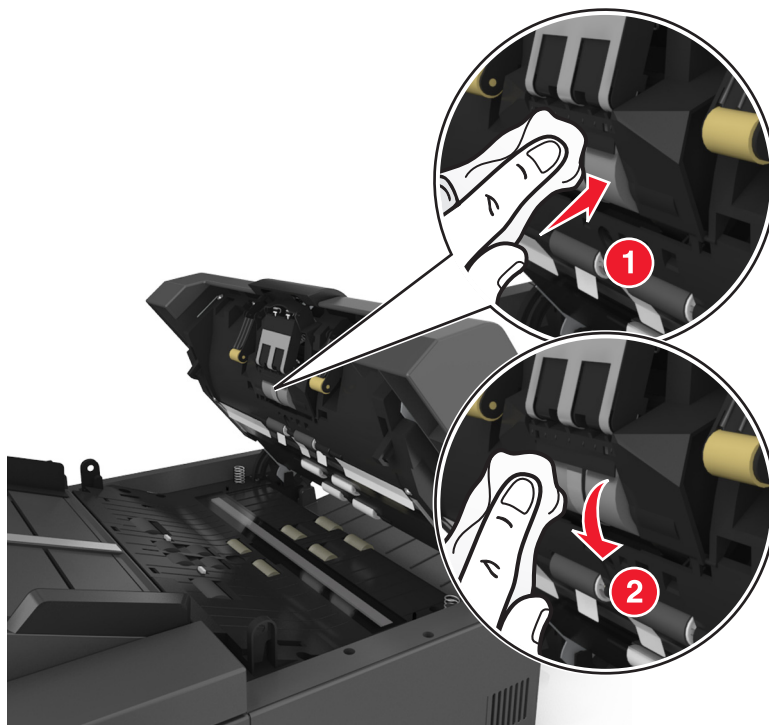


4 Using the cleaning cloth, wipe the rollers in the upper portion of the ADF until all residue is removed.



1	Two rollers that do not rotate freely
2	Six rollers that rotate freely

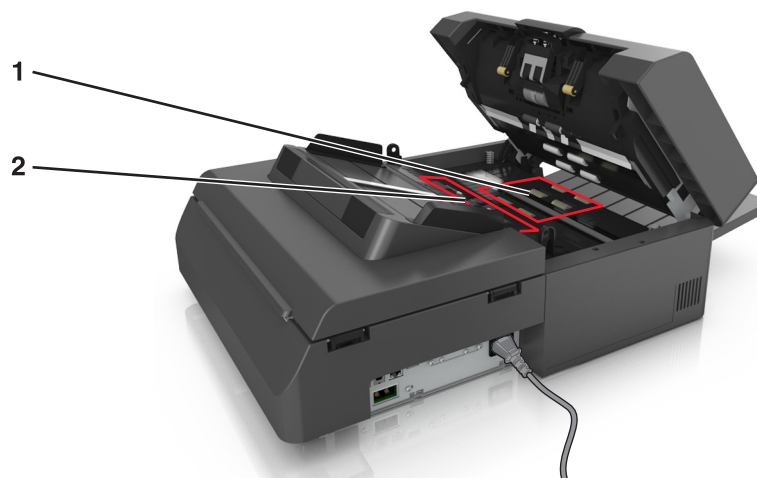
- a** To clean the rollers that do not rotate freely, push each roller inward, rotate it, then wipe it with the cleaning cloth.



- b** To clean the rollers that rotate freely, wipe the rollers until all residue is removed.



- 5** Using the cleaning cloth, wipe the rollers in the lower portion of the ADF until all residue is removed.



1	Six rollers that do not rotate freely
2	Six rollers that rotate freely

- a** To clean the rollers that do not rotate freely, manually rotate the last roller toward the ADF entrance. This will reposition the other rollers that do not rotate freely.



- b** To clean the rollers that rotate freely, wipe the rollers until all residue is removed.




- 6** Wait for 3 minutes to let the rollers dry.

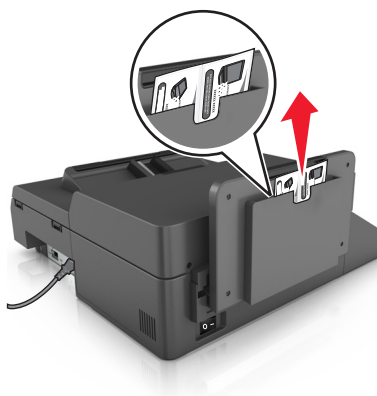
Cleaning the touch screen

Clean the scanner touch screen regularly to remove fingerprints and smudges.

- 1** Make sure the scanner is turned off and unplugged from the wall outlet.

 **CAUTION—SHOCK HAZARD:** To avoid the risk of electric shock when cleaning the exterior of the scanner, unplug the power cord from the wall outlet and disconnect all cables from the scanner before proceeding.

- 2** Remove the cleaning kit from the compartment under the exit tray.

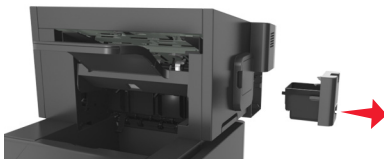


- 3** Unpack the cleaning kit.
- 4** Wipe the touch screen with the wet cloth first, and then with the dry cloth.

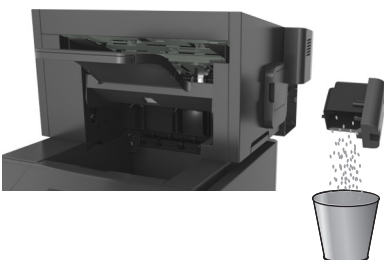
Warning—Potential Damage: Do not use liquids, household cleaners, or detergents, as they may damage the touch screen.

Emptying the hole punch box

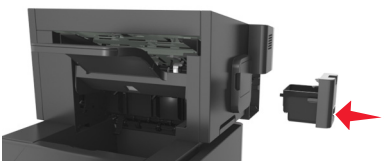
- 1 Pull out the hole punch box.



- 2 Empty the container.



- 3 Insert the emptied hole punch box back into the finisher until it *clicks* into place.



Storing supplies

Choose a cool, clean storage area for the printer supplies. Store supplies right side up in their original packing until you are ready to use them.

Do not expose supplies to:

- Direct sunlight
- Temperatures above 35°C (95°F)
- High humidity above 80%
- Salty air
- Corrosive gases
- Heavy dust

Checking the status of supplies

A message appears on the scanner display when a replacement supply item is needed or when maintenance is required.

Checking the status of supplies from the scanner control panel

From the home screen, touch **Status/Supplies > View Supplies**.

Checking the status of parts and supplies from the Embedded Web Server

Note: Make sure the computer and the scanner are connected to the same network.

- 1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

- 2 Click **Device Status > More Details**.

Estimated number of remaining pages

The estimated number of remaining pages is based on the recent printing history of the printer. Its accuracy may vary significantly and is dependent on many factors, such as actual document content, print quality settings, and other printer settings.

The accuracy of the estimated number of remaining pages may decrease when the actual printing consumption is different from the historical printing consumption. Consider the variable level of accuracy before purchasing or replacing supplies based on the estimate. Until an adequate print history is obtained on the printer, initial estimates assume future supplies consumption based on the International Organization for Standardization* test methods and page content.

* Average continuous black declared cartridge yield in accordance with ISO/IEC 19752.

Ordering supplies

To order supplies in the U.S., contact Lexmark at 1-800-539-6275 for information about Lexmark authorized supplies dealers in your area. In other countries or regions, go to the Lexmark Web Site at www.lexmark.com or contact the place where you purchased the printer.

Note: All life estimates for printer supplies assume printing on letter- or A4-size plain paper.

Using genuine Lexmark parts and supplies

Your Lexmark printer is designed to function best with genuine Lexmark supplies and parts. Use of third-party supplies or parts may affect the performance, reliability, or life of the printer and its imaging components. Use of third-party supplies or parts can affect warranty coverage. Damage caused by the use of third-party supplies or parts is not covered by the warranty. All life indicators are designed to function with Lexmark supplies and parts, and may deliver unpredictable results if third-party supplies or parts are used. Imaging component usage beyond the intended life may damage your Lexmark printer or its associated components.

Ordering scanner supplies

Ordering a cleaning kit

Clean the ADF parts periodically to maintain the optimal performance of the device.

Part name	Part number
ADF feed roller cleaning cloth	16J0900

Ordering a separator pad

When **Replace separator pad** appears on the display, order a separator pad.

Part name	Part number
Separator pad	40X6447

Ordering printer supplies

Ordering toner cartridges

Notes:

- Estimated cartridge yield is based on the ISO/IEC 19752 standard.
- Extremely low print coverage for extended periods of time may negatively affect actual yield.

Item	Return Program cartridge
For the United States and Canada	
Toner Cartridge	521
High Yield Toner Cartridge	521H
Extra High Yield Toner Cartridge	521X*
For the European Union, European Economic Area , and Switzerland	
Toner Cartridge	522
High Yield Toner Cartridge	522H
Extra High Yield Toner Cartridge	522X*
For the Asia Pacific Region (includes Australia and New Zealand)	
Toner Cartridge	523
High Yield Toner Cartridge	523H
Extra High Yield Toner Cartridge	523X*
For Latin America (includes Puerto Rico and Mexico)	
Toner Cartridge	524
High Yield Toner Cartridge	524H
Extra High Yield Toner Cartridge	524X*
<p>* This toner cartridge is supported only in the MS711, MS811n, MS811dn, and MS812dn printer models. For more information on countries located in a region, visit www.lexmark.com/regions.</p>	

Item	Return Program cartridge
For Africa, Middle East, Central Eastern Europe, and Commonwealth of Independent States	
Toner Cartridge	525
High Yield Toner Cartridge	525H
Extra High Yield Toner Cartridge	525X*
* This toner cartridge is supported only in the MS711, MS811n, MS811dn, and MS812dn printer models. For more information on countries located in a region, visit www.lexmark.com/regions .	

Item	Regular cartridge
Worldwide	
High Yield Toner Cartridge	520HA ¹
Extra High Yield Toner Cartridge	520XA ²
¹ This cartridge is supported only in the MS710, MS810n, and MS810dn printer models. ² This cartridge is supported only in the MS711, MS811n, MS811dn, and MS812dn printer models.	

Ordering a maintenance kit

To identify the supported fuser type, view the label on the fuser. Do either of the following:

- Remove the toner cartridge and imaging unit. The two-digit fuser type code (such as 00, 01, 11, or 13) can be seen on the front of the fuser.

Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

- Pull down the printer rear door. The two-digit fuser type code (such as 00, 01, 11, or 13) can be seen on the rear of the fuser.

Notes:

- Using certain types of paper may require more frequent replacement of the maintenance kit.
- The separator roller, fuser, pick rollers, and transfer roller are all included in the maintenance kit and can be individually ordered and replaced if necessary.
- For more information on replacing the maintenance kit, see the instruction sheet that came with the supply.

Lexmark Return Program fuser maintenance kits and part numbers for MS810n, MS810dn, MS811, and MS812dn

Fuser maintenance kit type	Part number
Type 00	40X8420
Type 01	40X8421
Type 02	40X8422
Type 03	40X8423
Type 04	40X8424

Lexmark Return Program fuser maintenance kits and part numbers for MS71x

Fuser maintenance kit type	Part number
Type 11, 110–120V	40X8530
Type 13, 220–240V	40X8531
Type 15, 100V	40X8532

Lexmark regular fuser maintenance kits and part numbers for MS810n, MS810dn, MS811, and MS812dn

Fuser maintenance kit type	Part number
Type 05	40X8425
Type 06	40X8426
Type 07	40X8427
Type 08	40X8428
Type 09	40X8429

Lexmark Return Program fuser maintenance kits and part numbers for MS71x

Fuser maintenance kit type	Part number
Type 17, 110–120V	40X8533
Type 19, 220–240V	40X8534
Type 21, 100V	40X8535

Lexmark roller kit for MS71x, MS810n, MS810dn, MS811, and MS812dn

Fuser maintenance kit type	Part number
roller kit	40X7706

Ordering an imaging unit

Extremely low print coverage for extended periods of time may cause imaging unit parts to fail prior to exhaustion of toner.

For more information on replacing the imaging unit, see the instruction sheet that came with the supply.

Part name	Lexmark Return Program	Regular
Imaging unit	520Z	520ZA

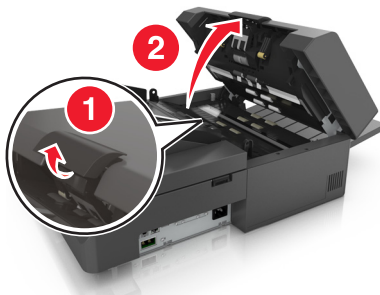
Ordering staple cartridges

Part name	Part number
Staple cartridges	25A0013

Replacing supplies

Replacing the separator pad

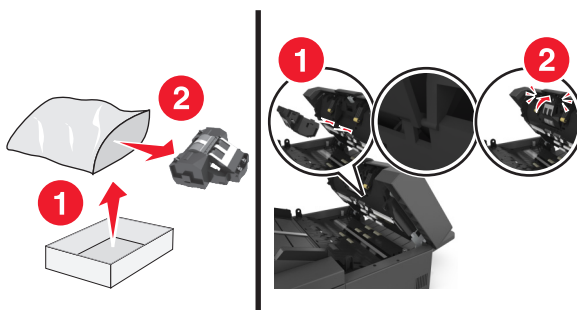
- 1 Turn the printer off, and then open the ADF cover.



- 2 Remove the separator pad.



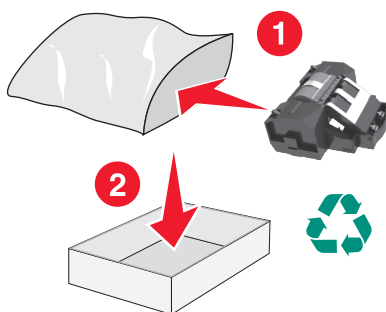
- 3 Unpack the new separator pad, and then install it in the scanner.



- 4 Close the ADF cover.

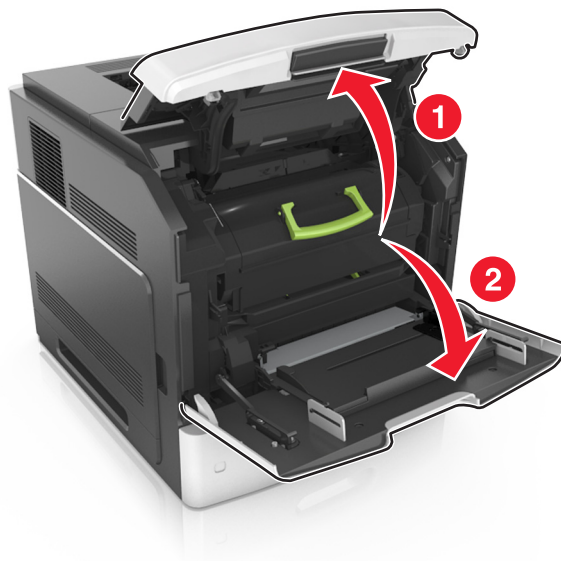


- 5 Dispose of the old separator pad.

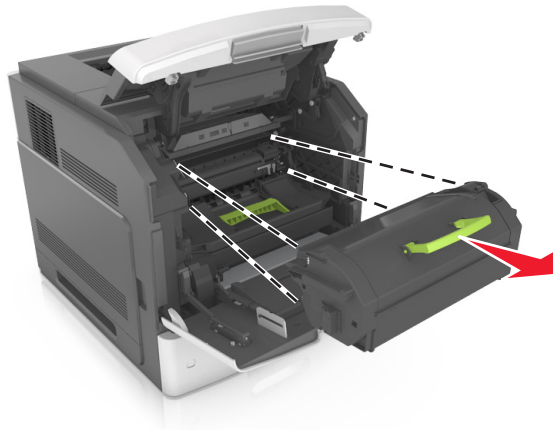


Replacing the toner cartridge

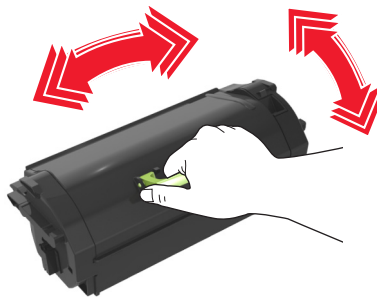
- 1 Lift the front cover, and then pull down the multipurpose feeder door.



- 2 Pull the cartridge out of the printer using the handle.

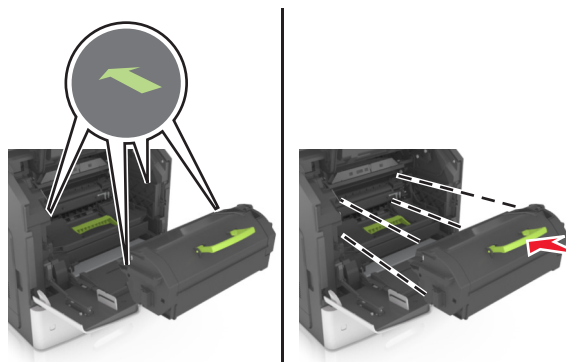


- 3 Unpack the new toner cartridge, then remove the packing material, and then shake the cartridge to redistribute the toner.



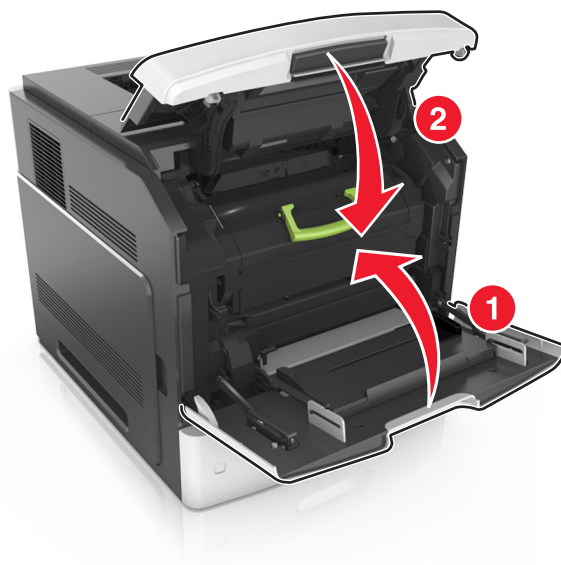
- 4 Insert the toner cartridge into the printer by aligning the side rails of the cartridge with the arrows on the side rails inside the printer.

Note: Make sure the cartridge is fully pushed in.



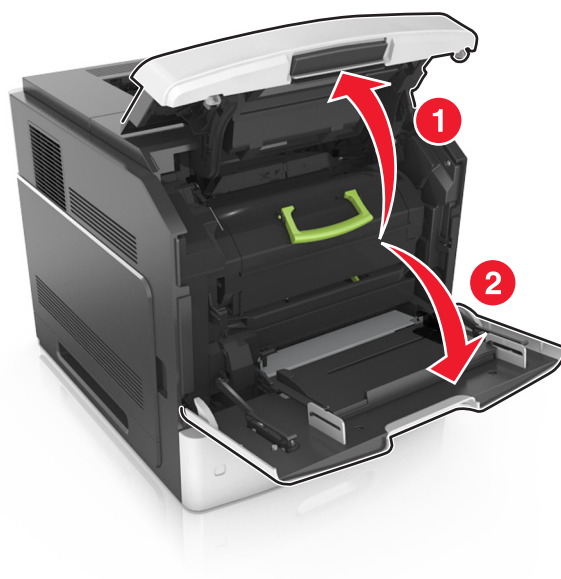
Warning—Potential Damage: When replacing a toner cartridge, do not leave the imaging unit exposed to direct light for an extended period of time. Extended exposure to light may cause print quality problems.

- 5 Close the multipurpose feeder door and the front cover.

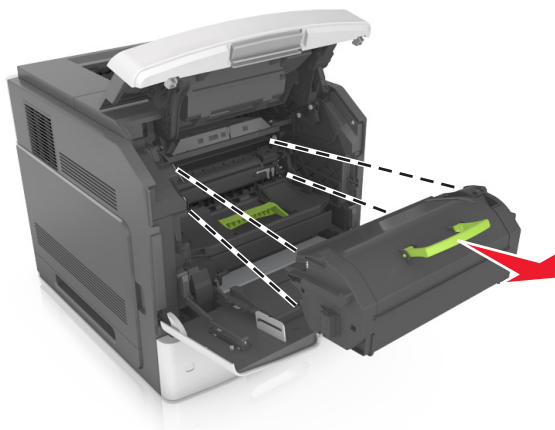


Replacing the imaging unit

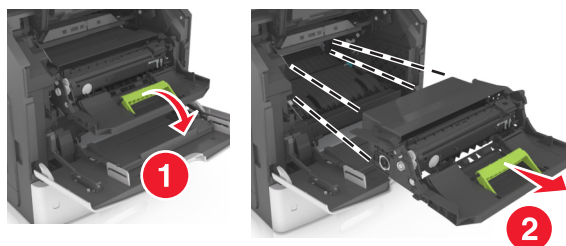
- 1 Lift the front cover, and then pull down the multipurpose feeder door.



- 2 Pull the cartridge out of the printer using the handle.



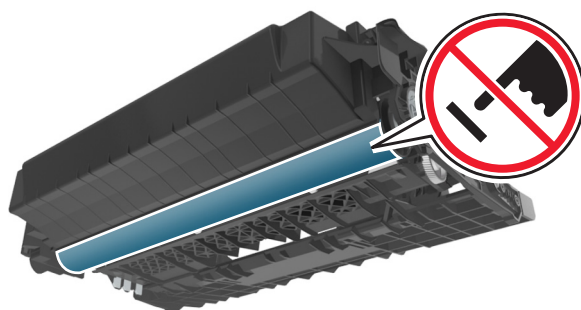
- 3 Pull the imaging unit out of the printer using the handle.



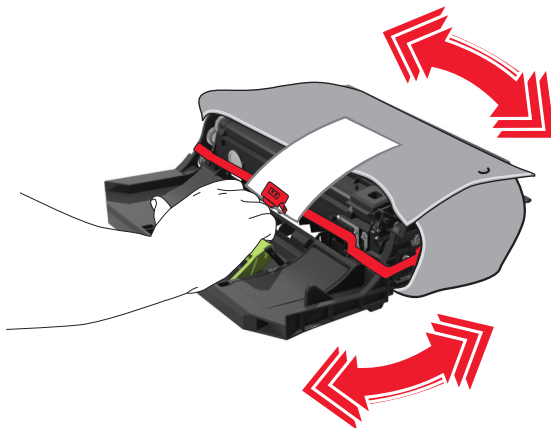
- 4 Unpack the new imaging unit, and then remove all packing materials.

Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

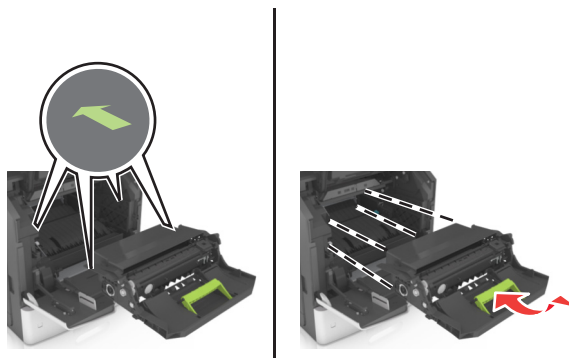
Warning—Potential Damage: Do not touch the shiny blue photoconductor drum under the imaging unit. Doing so may affect the quality of future print jobs.



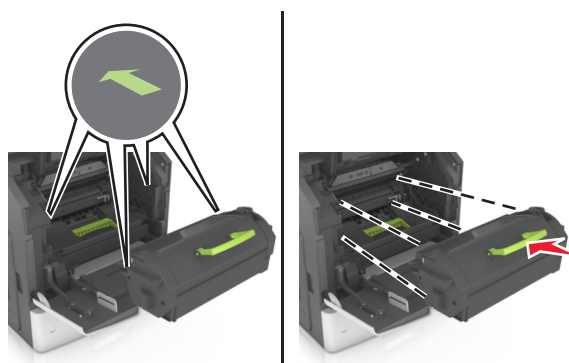
- 5 Shake the new imaging unit.



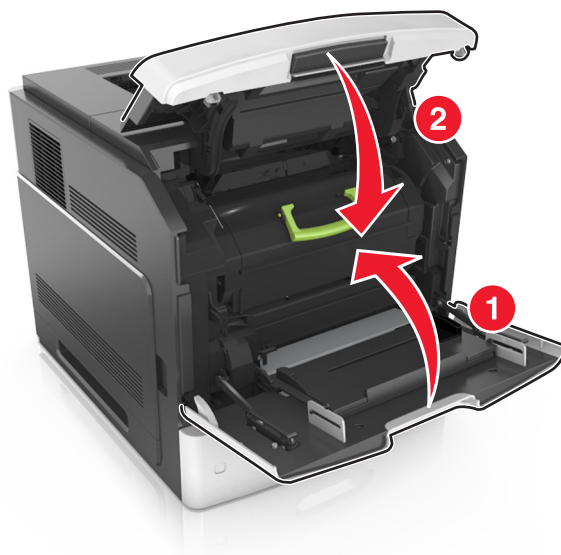
- 6 Insert the imaging unit into the printer by aligning the arrows on the side rails of the imaging unit with the arrows on the side rails inside the printer.



- 7 Insert the toner cartridge into the printer by aligning the side rails of the cartridge with the arrows on the side rails inside the printer.

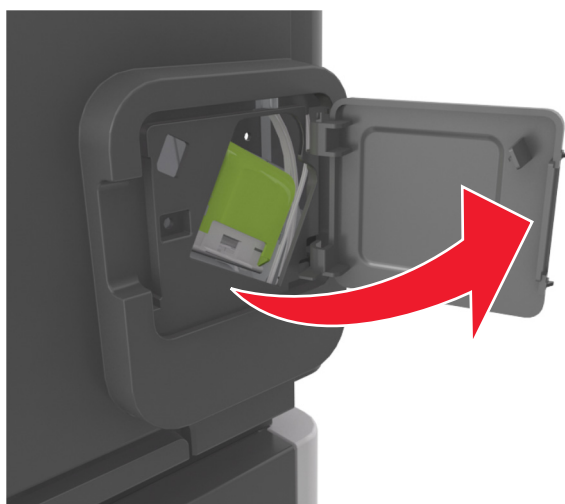


- 8 Close the multipurpose feeder door and the front cover.

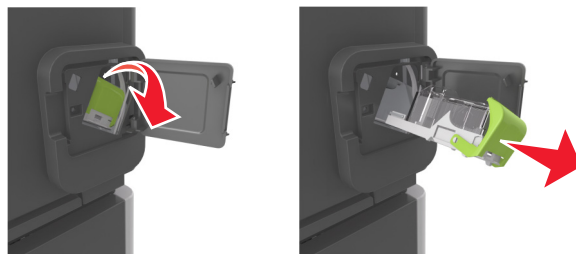


Replacing a staple cartridge

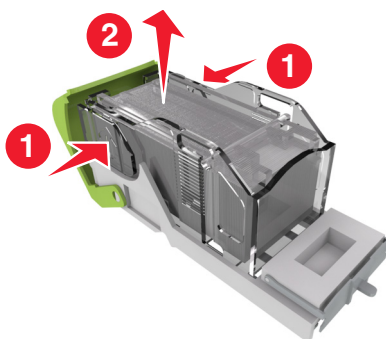
- 1 Open the stapler door.



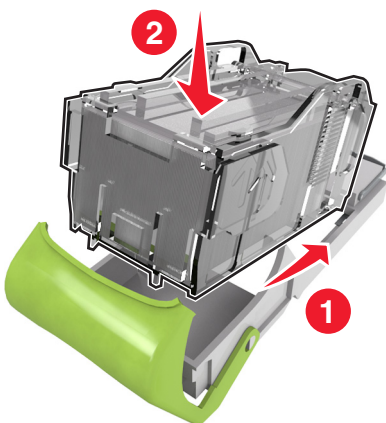
- 2 Pull down the latch of the staple cartridge holder, and then pull the holder out of the finisher.



- 3 Squeeze both sides of the empty staple case with your fingers, and then remove the staple case from the cartridge.



- 4 Insert the front side of the new staple case into the staple cartridge, and then push the rear side into the cartridge.




- 5 Push the staple cartridge into the finisher until it *clicks* into place.

- 6 Close the stapler door.

Moving the scanner and the printer

Moving the scanner

Before moving the scanner


 **CAUTION—POTENTIAL INJURY:** Before moving the scanner, follow these guidelines to avoid personal injury or scanner damage:

- Turn off the scanner using the power switch, and then unplug the power cord from the wall outlet.
- Disconnect all cords and cables from the scanner before moving it.

Warning—Potential Damage: Damage to the scanner caused by improper moving is not covered by the scanner warranty.

Moving the scanner to another location

Warning—Potential Damage: Damage to the scanner caused by improper moving is not covered by the scanner warranty.

 **CAUTION—POTENTIAL INJURY:** Follow these guidelines to avoid personal injury or scanner damage:

- Make sure your fingers are not under the scanner when you set it down.
- Put the scanner on a flat and stable surface.
- Before setting up the scanner, make sure there is adequate clearance around it.

The scanner can be safely moved to another location by following these precautions:

- Keep the scanner in an upright position.
- Avoid severe jarring movements.
- Make sure the scan bar is in the home position.

- 1 From the home screen, navigate to:



> **Lock Scanner Head**

- 2 Turn off the scanner and printer.
- 3 Lock the scan bar.



Shipping the scanner

When shipping the scanner, use the original packaging or call the place of purchase for a relocation kit.

Moving the printer

Before moving the printer

⚠ CAUTION—POTENTIAL INJURY: Before moving the printer, follow these guidelines to avoid personal injury or printer damage:

- Turn off the printer, and then unplug the power cord from the electrical outlet.
- Disconnect all cords and cables from the printer.
- If two or more optional finishers are installed, then remove the finishers individually from the printer.

Notes:

- Make sure to remove the topmost finisher first.
- To remove the finisher, hold the finisher on both sides, and then lift the latches to unlock the finisher.



- If the printer does not have a caster base but is configured with optional trays, then remove the trays.

Note: Slide the latch on the right side of the optional tray toward the front of the tray until it *clicks* into place.



- Use the handholds located on both sides of the printer to lift it.
- Make sure your fingers are not under the printer when you set it down.
- Make sure there is adequate clearance around the printer.
- Use only the power cord provided with this product or the manufacturer's authorized replacement.

Warning—Potential Damage: Damage to the printer caused by improper moving is not covered by the printer warranty.

Moving the printer to another location

The printer and its hardware options can be safely moved to another location by following these precautions:

- Any cart used to move the printer must have a surface able to support the full footprint of the printer.
- Any cart used to move the hardware options must have a surface able to support the dimensions of the hardware options.
- Keep the printer in an upright position.
- Avoid severe jarring movements.

Shipping the printer

When shipping the printer, use the original packaging or call the place of purchase for a relocation kit.

Managing the scanner and the printer

Finding advanced networking and administrator information

This chapter covers basic administrative support tasks using the Embedded Web Server. For more advanced system support tasks, see the *Networking Guide* on the *Software and Documentation* CD or the *Embedded Web Server — Security: Administrator's Guide* on the Lexmark support Web site at <http://support.lexmark.com>.

Checking the virtual display

- 1 Access the Embedded Web Server associated with your scanner.

Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the printer control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Check the virtual display that appears in the top left corner of the screen.

The virtual display works as an actual display would work on a scanner control panel.

Setting up e-mail alerts

Configure the scanner to send your e-mail alerts when the supplies are getting low or when the paper needs to be changed or added, or when there is a paper jam.

- 1 Type the scanner IP address or host name in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

- 2 Click **Settings > E-mail Alert Setup**.

- 3 Select the items for notification, and type the e-mail addresses.

- 4 Click **Submit**.

Note: For information on setting up the e-mail server, contact your system support person.

Viewing reports

You can view some reports from the Embedded Web Server. These reports are useful for assessing the status of the printer, network, and supplies.

To view reports from a network printer:

- 1 Type the scanner IP address in the address field of your Web browser.

If you do not know the IP address or host name of the scanner, then you can:

- View the information on the scanner control panel home screen, or in the TCP/IP section under the Networks/Ports menu.
- Print a network setup page or menu settings page and locate the information in the TCP/IP section.

2 Click **Reports**, and then click the type of report you want to view.

Configuring supply notifications from the Embedded Web Server

You can determine how you would like to be notified when supplies run nearly low, low, very low, or reach their end-of-life by setting the selectable alerts.

Notes:

- Selectable alerts can be set on the toner cartridge, imaging unit, and maintenance kit.
- All selectable alerts can be set for nearly low, low, and very low supply conditions. Not all selectable alerts can be set for the end-of-life supply condition. E-mail selectable alert is available for all supply conditions.
- The percentage of estimated remaining supply that prompts the alert can be set on some supplies for some supply conditions.

1 Open a Web browser, and then type the scanner IP address in the address field.

Notes:

- View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123.
- If you are using a proxy server, then temporarily disable it to load the Web page correctly.

2 Click **Settings > Print Settings > Supply Notifications**.

3 From the drop-down menu for each supply, select one of the following notification options:

Notification	Description
Off	The normal printer behavior for all supplies occurs.
E-mail Only	The printer generates an e-mail when the supply condition is reached. The status of the supply appears on the menus page and status page.
Warning	The printer displays the warning message and generates an e-mail about the status of the supply. The printer does not stop when the supply condition is reached.
Continuable Stop ¹	The printer stops processing jobs when the supply condition is reached, and the user needs to press a button to continue printing.
Non Continuable Stop ^{1,2}	The printer stops processing jobs when the supply condition is reached. The supply must be replaced to continue printing.
¹ The printer generates an e-mail about the status of the supply when supply notification is enabled.	
² The printer stops when some supplies become empty to prevent damage.	

4 Click **Submit**.

Restoring factory default settings

If you want to retain a list of the current menu settings for reference, then print a menu settings page before restoring the factory default settings.

Warning—Potential Damage: Restoring factory defaults returns most printer settings to the original factory default settings. Exceptions include the display language, custom sizes and messages, and network/port menu settings. All downloads stored in RAM are deleted. Downloads stored in flash memory or on a printer hard disk are not affected.

From the home screen, navigate to:



> **Settings** > **General Settings** > **Factory Defaults** > **Restore Now** > **Submit**

Clearing jams

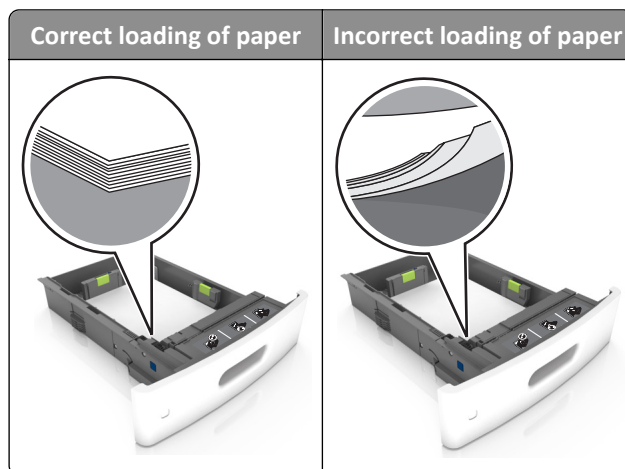
Carefully select paper and specialty media and load them properly to avoid most jams. If jams occur, then follow the steps outlined in this chapter.

Note: Jam Recovery is set to Auto by default. The printer reprints jammed pages unless the memory required to hold the pages is needed for other printer tasks.

Avoiding jams

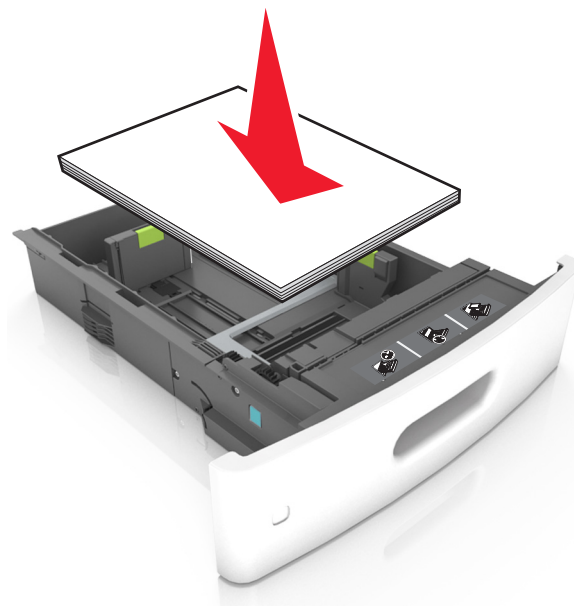
Load paper properly

- Make sure paper lies flat in the tray.



- Do not remove a tray while the printer is printing.
- Do not load a tray while the printer is printing. Load it before printing, or wait for a prompt to load it.
- Do not load too much paper. Make sure the stack height is below the maximum paper fill indicator.

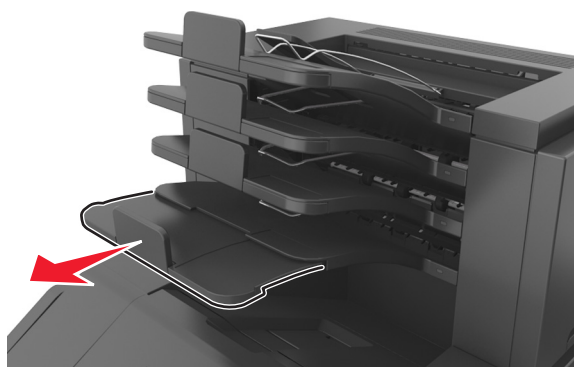
- Do not slide the paper into the tray. Load paper as shown in the illustration.



- Make sure the guides in the tray or the multipurpose feeder are properly positioned and are not pressing tightly against the paper or envelopes.
- Push the tray firmly into the printer after loading paper.
- If you are loading prepunched paper for use with the staple finisher, then make sure the holes on the long edge of the paper are on the right side of the tray. For more information, see the “Loading paper and specialty media” section of the *User's Guide*.

Allow the paper to enter the optional mailbox bins properly

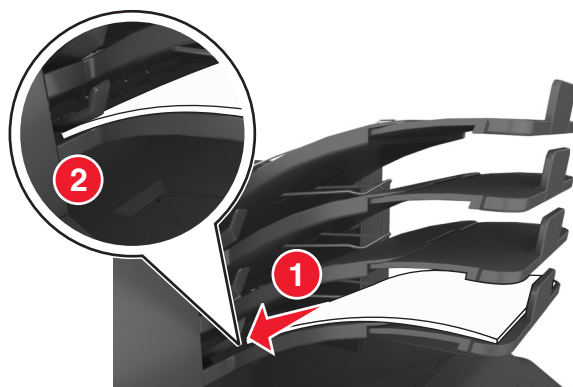
- Make sure to adjust the bin extender so that the paper size indicators match the size of the paper used.



Notes:

- If the bin extender is shorter than the size of the paper you are printing on, then the paper causes a jam in the mailbox bin. For example, if you are printing on a legal-size paper and the bin extender is set to letter-size, then a jam occurs.
- If the bin extender is longer than the size of the paper you are printing on, then the edges become uneven and the paper is not stacked properly. For example, if you are printing on a letter-size paper and the bin extender is set to legal-size, then the paper does not stack properly.

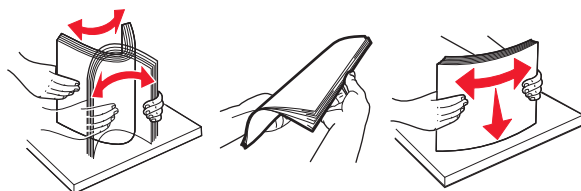
- If paper needs to be returned to the mailbox bin, then insert the paper under the bin arm, and then push the paper all the way back.



Note: If the paper is not under the bin arm, then a jam occurs due to an overfilled bin.

Use recommended paper

- Use only recommended paper or specialty media.
- Do not load wrinkled, creased, damp, bent, or curled paper.
- Flex, fan, and straighten paper or specialty media before loading it.



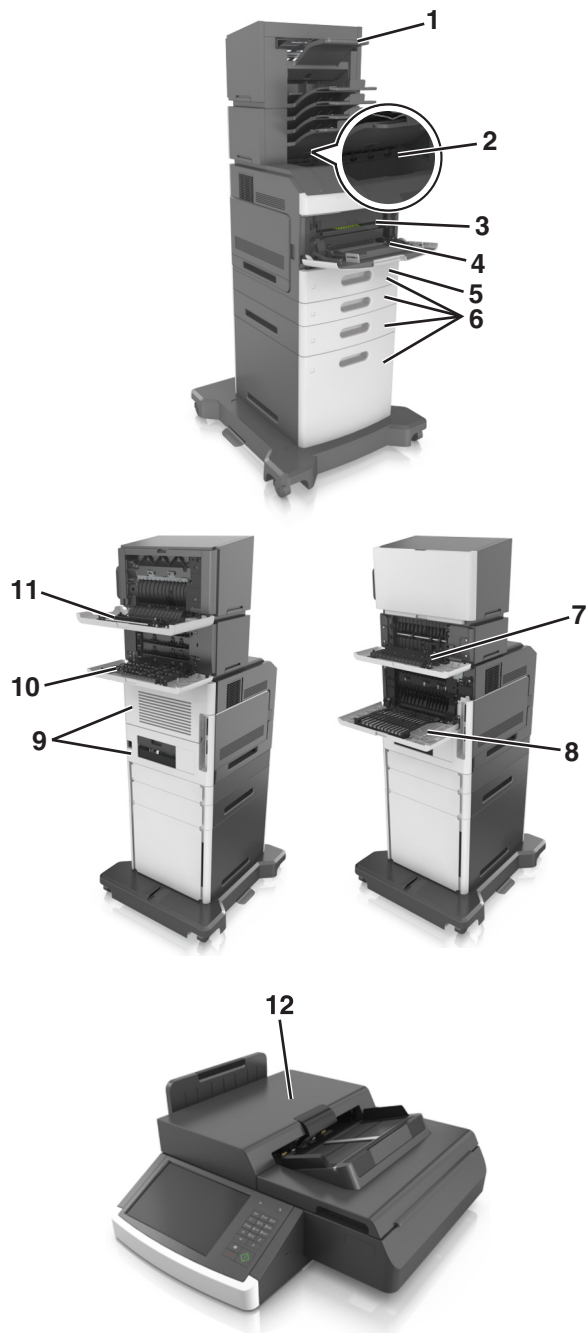
- Do not use paper that has been cut or trimmed by hand.
- Do not mix paper sizes, weights, or types in the same tray.
- Make sure the paper size and type are set correctly on the computer or printer control panel.
- Store paper per manufacturer recommendations.

Understanding jam messages and locations

When a jam occurs, a message indicating the jam location and information to clear the jam appears on the printer display. Open the doors, covers, and trays indicated on the display to remove the jam.

Notes:


- When Jam Assist is set to On, the printer flushes blank pages or pages with partial prints to the standard bin after a jammed page has been cleared. Check your printed output for blank pages.
- When Jam Recovery is set to On or Auto, the printer reprints jammed pages. However, the Auto setting reprints jammed pages if adequate printer memory is available.



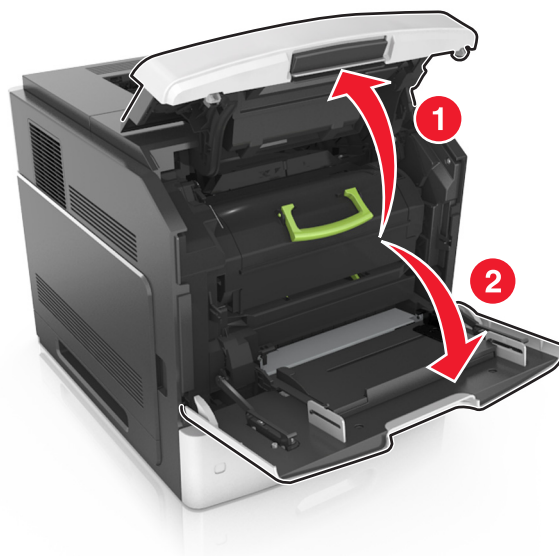
	Jam location	Printer message	What to do
1	Staple finisher	[x]-page jam, remove paper, open stapler door. Leave paper in bin. [455–457]	Remove paper from the stapler bin, open the stapler door, then remove the staple cartridge, and then remove the jammed staples.
2	Standard bin	[x]-page jam, remove standard bin jam. [203]	Remove jammed paper from the standard bin.

	Jam location	Printer message	What to do
3	Inside the printer	[x]-page jam, lift front cover to remove cartridge. [200–201]	Open the front cover and the multipurpose feeder, then remove the toner cartridge and the imaging unit, and then remove the jammed paper.
4	Multipurpose feeder	[x]-page jam, clear manual feeder. [250]	Remove all paper from the multipurpose feeder, and then remove the jammed paper.
5	Duplex area	[x]-page jam, remove tray 1 to clear duplex. [235–239]	Pull out tray 1 completely, then push down the front duplex flap, and then remove the jammed paper.
6	Trays	[x]-page jam, open tray [x]. [24x]	Pull out the indicated tray, and then remove the jammed paper.
7	Output expander	[x]-page jam, remove paper, open expander rear door. Leave paper in bin. [41y.xx]	Open the rear door of the output expander, and then remove the jammed paper.
8	Upper rear door	[x]-page jam, open upper rear door. [202]	Open the rear door of the printer, and then remove the jammed paper.
9	Upper door and rear duplex area	[x]-page jam, open upper and lower rear door. [231–234]	Open the rear door of the printer and the rear duplex area, and then remove the jammed paper.
10	Mailbox	[x]-page jam, remove paper, open mailbox rear door. Leave paper in bin. [43y.xx]	Open the rear door of the mailbox, and then remove the jammed paper.
11	Staple finisher rear door	[x]-page jam, remove paper, open finisher rear door. Leave paper in bin. [451]	Open the rear door of the staple finisher, and then remove the jammed paper.
12	Automatic document feeder (ADF)	[x]-page jam, open automatic feeder top cover. [28y.xx]	Remove all paper from the ADF tray, and then remove the jammed paper.

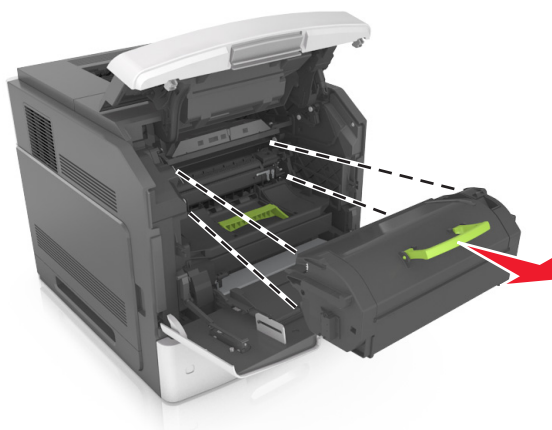
[x]-page jam, lift front cover to remove cartridge. [200–201]

 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 1 Lift the front cover, and then pull down the multipurpose feeder door.

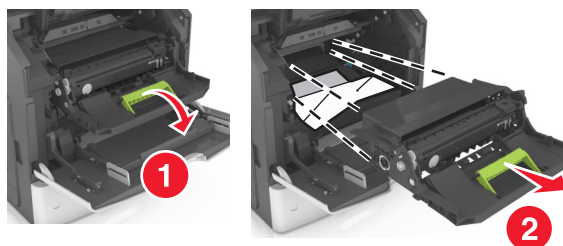


- 2 Lift the green handle, and then pull out the toner cartridge from the printer.



- 3 Place the cartridge aside.

- 4 Lift the green handle, and then pull out the imaging unit from the printer.

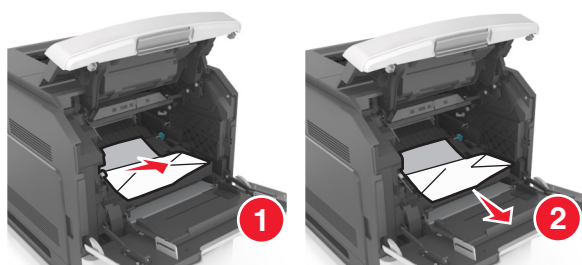


- 5 Place the imaging unit aside on a flat, smooth surface.

Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.

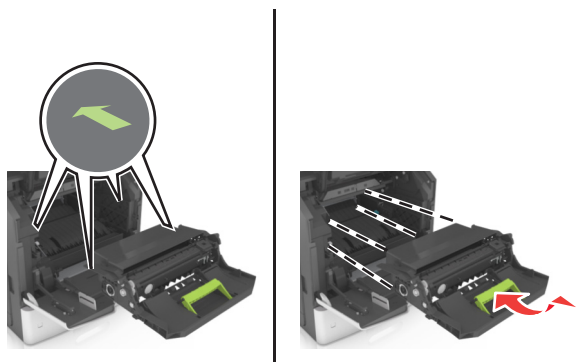
- 6 Pull the jammed paper gently to the right, and then remove it from the printer.

Note: Make sure all paper fragments are removed.



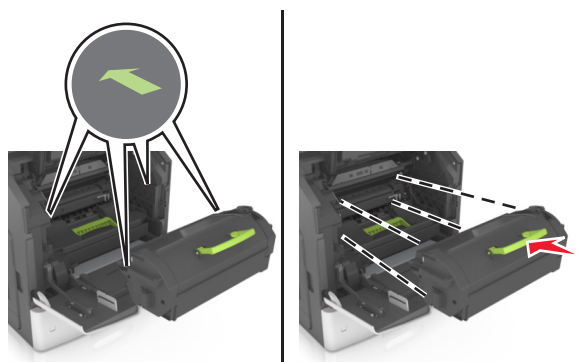
Warning—Potential Damage: The jammed paper may be covered with toner which can stain garments and skin.

- 7 Install the imaging unit.



Note: Use the arrows on the side of the printer as a guide.

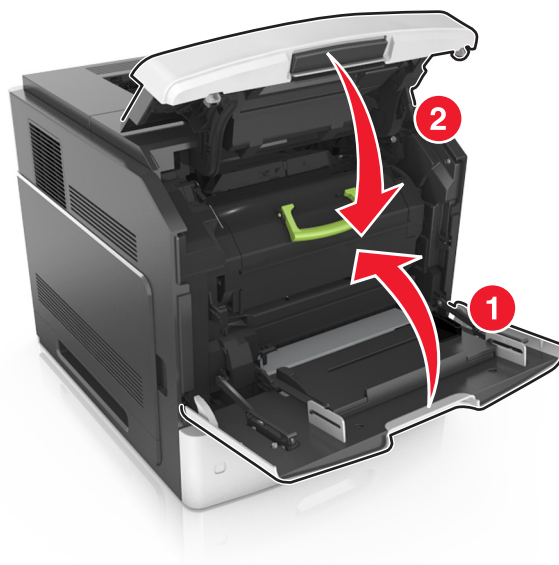
- 8 Insert the cartridge into the printer, and then push the green handle back into place.



Notes:


- Align the arrows on the guides of the toner cartridge with the arrows in the printer.
- Make sure the cartridge is fully pushed in.

- 9 Close the multipurpose feeder door and the front cover.



- 10 From the scanner control panel, touch **Done** to clear the message and continue printing.

[x]-page jam, open upper rear door. [202]

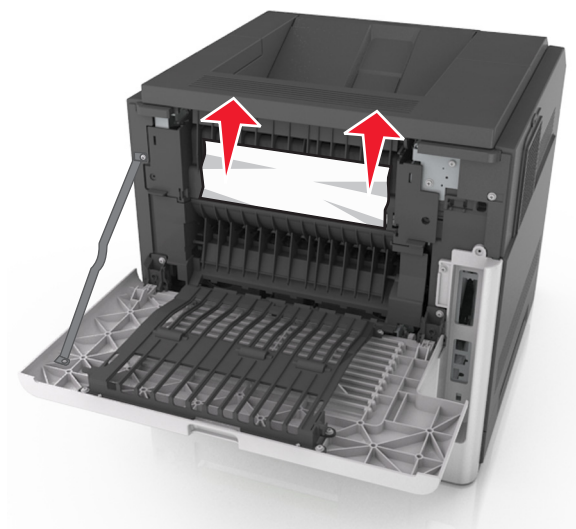
 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

- 1 Pull down the rear door.



- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.


Note: Make sure all paper fragments are removed.



3 Close the rear door.

4 From the scanner control panel, touch **Done** to clear the message and continue printing.

[x]-page jam, open upper and lower rear door. [231–234]

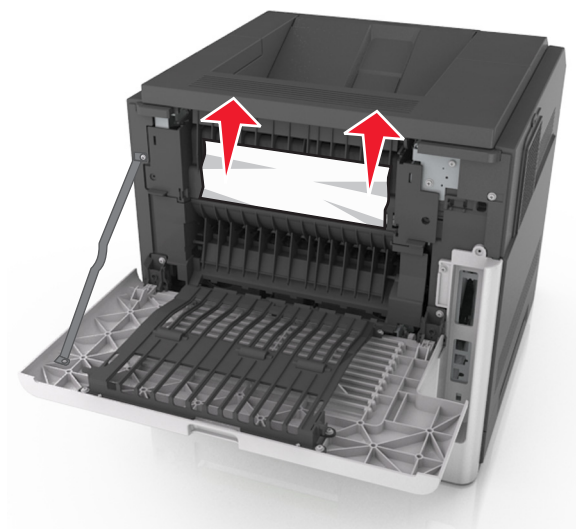
 **CAUTION—HOT SURFACE:** The inside of the printer might be hot. To reduce the risk of injury from a hot component, allow the surface to cool before touching.

1 Pull down the rear door.



2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.



3 Close the rear door.

4 Push the back of the standard tray.



5 Press down the rear duplex flap, then firmly grasp the jammed paper, and then gently pull out the paper.

Note: Make sure all paper fragments are removed.



6 Insert the standard tray.

7 From the scanner control panel, touch **Done** to clear the message and continue printing.

[x]-page jam, remove standard bin jam. [203]

1 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

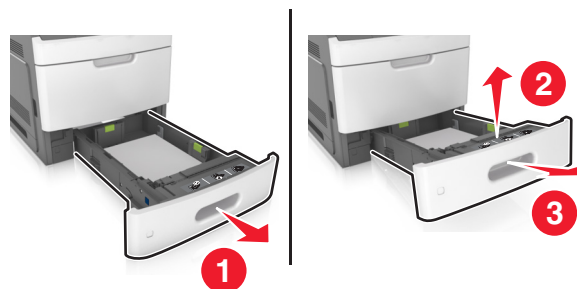


2 From the scanner control panel, touch **Done** to clear the message and continue printing.

[x]-page jam, remove tray 1 to clear duplex. [235–239]

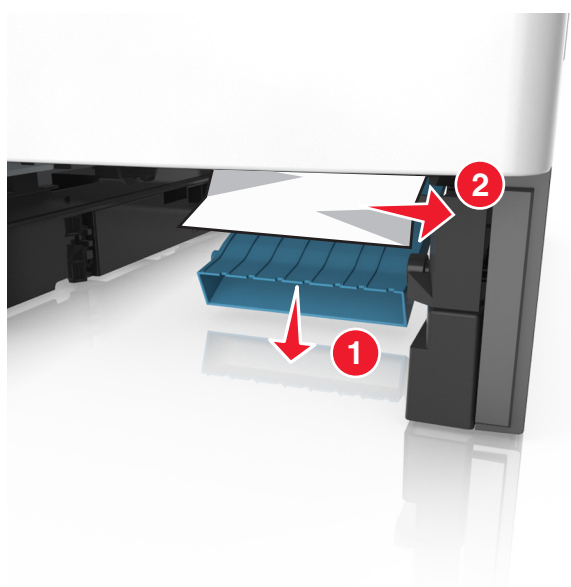
1 Pull out the tray.

Note: Lift the tray slightly, and then pull it out completely.



- 2** Push down the front duplex flap, then firmly grasp the jammed paper, and then gently pull the paper to the right and out of the printer.

Note: Make sure all paper fragments are removed.



- 3** Insert the tray.
- 4** From the scanner control panel, touch **Done** to clear the message and continue printing.

[x]-page jam, open tray [x]. [24x]

- 1 Check which tray is indicated on the printer display, and then pull the tray.



- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

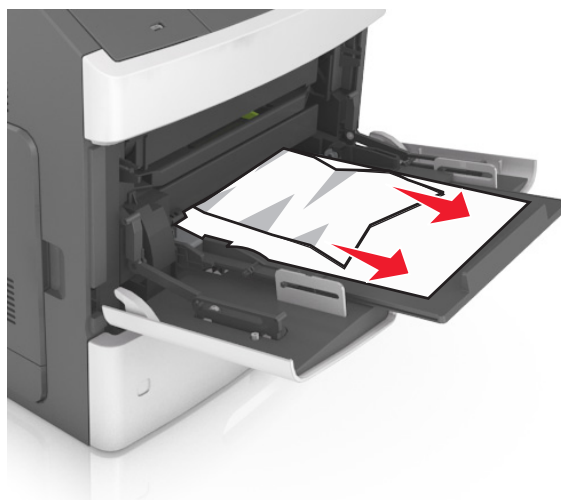


- 3 Insert the tray.
- 4 From the scanner control panel, touch **Done** to clear the message and continue printing.

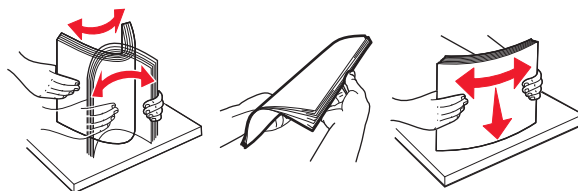
[x]-page jam, clear manual feeder. [250]

- 1 From the multipurpose feeder, firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

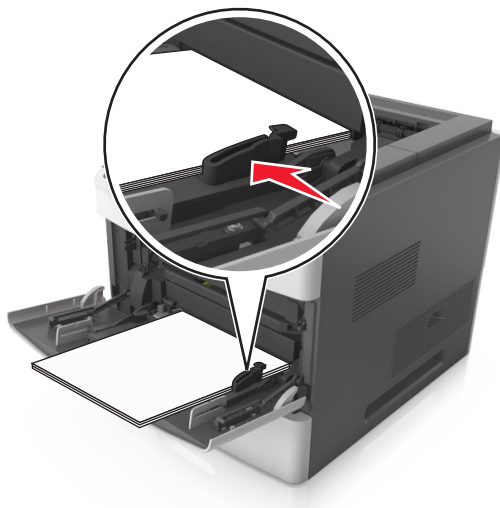


- 2 Flex the sheets back and forth to loosen them, and then fan them. Do not fold or crease the paper. Straighten the edges on a level surface.



- 3 Reload paper into the multipurpose feeder.

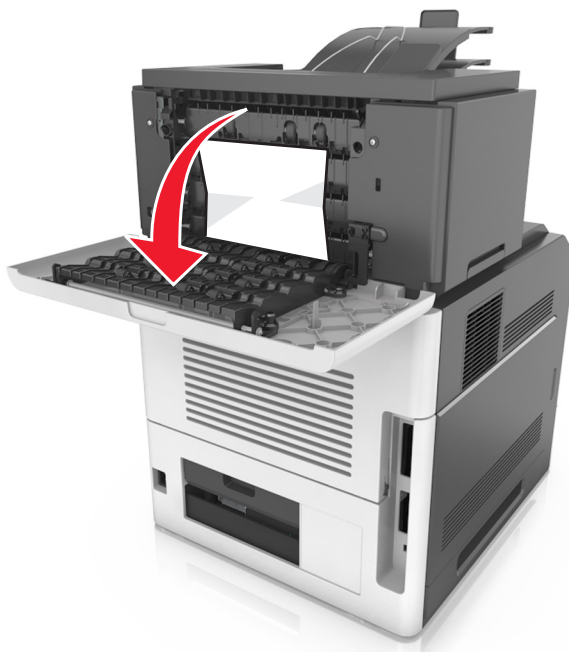
- 4 Slide the paper guide until it rests lightly against the edge of the paper.



- 5 From the scanner control panel, touch **Done** to clear the message and continue printing.

[x]-page jam, remove paper, open mailbox rear door. Leave paper in bin. [41y.xx]

- 1 Open the mailbox rear door.



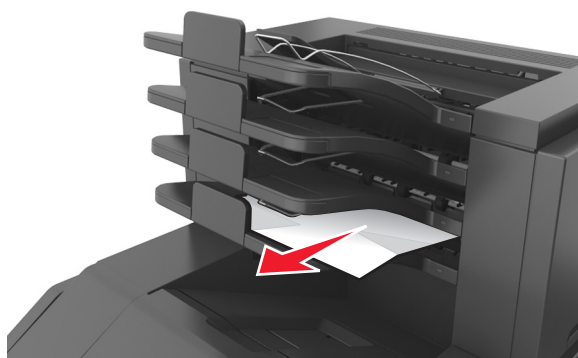
- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.



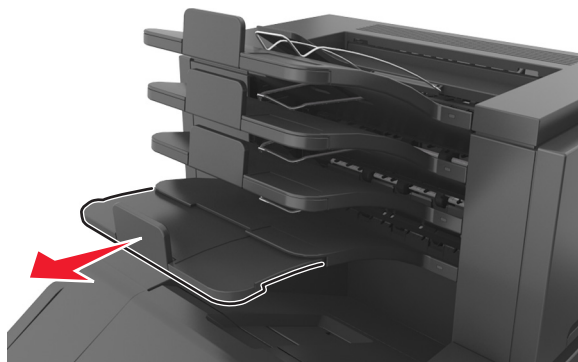
3 Close the mailbox rear door.

4 If the jam is in the mailbox bin, then firmly grasp the jammed paper, and then gently pull it out.



Notes:

- Make sure all paper fragments are removed.
- When using A4-, folio-, or legal-size paper, make sure to adjust the bin extender so that the paper enters the bin properly.



- 5 From the scanner control panel, touch **Done** to clear the message and continue printing.

[x]-page jam, remove paper, open finisher rear door. Leave paper in bin. [451]

- 1 Open the staple finisher rear door.



- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.

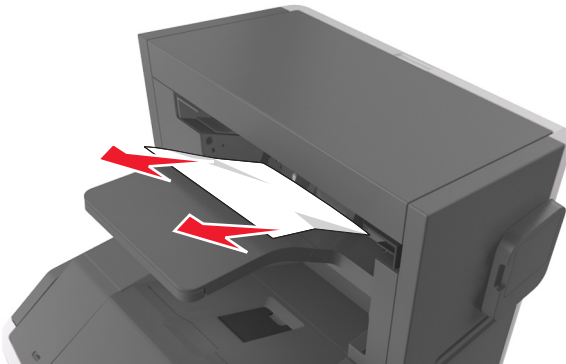


- 3 Close the stapler finisher rear door.
- 4 From the scanner control panel, touch **Done** to clear the message and continue printing.

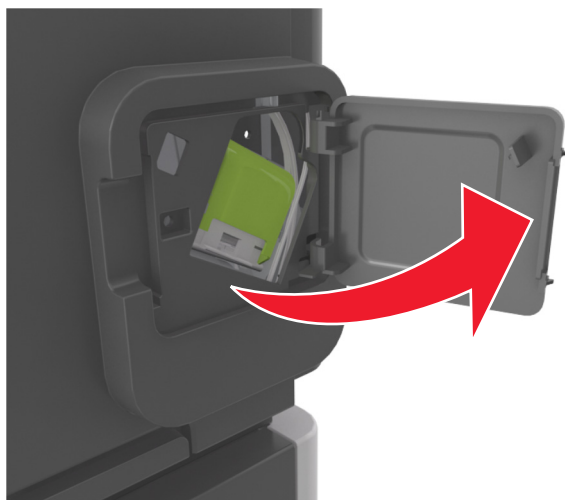
[x]-page jam, remove paper, open stapler door. Leave paper in bin. [455–457]

- 1 From the stapler bin, firmly grasp the jammed paper on each side, and then gently pull it out.

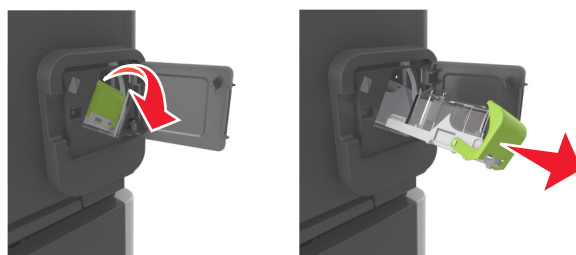
Note: Make sure all paper fragments are removed.



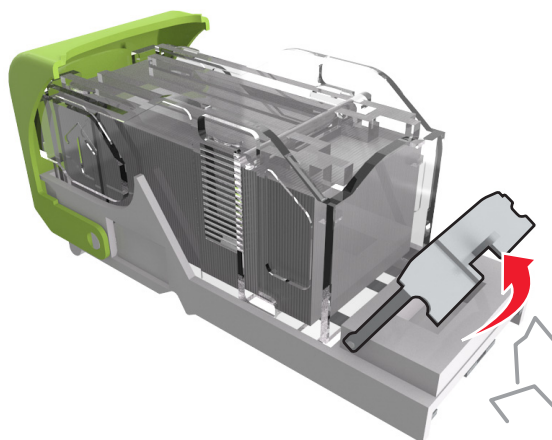
- 2** Open the stapler door.



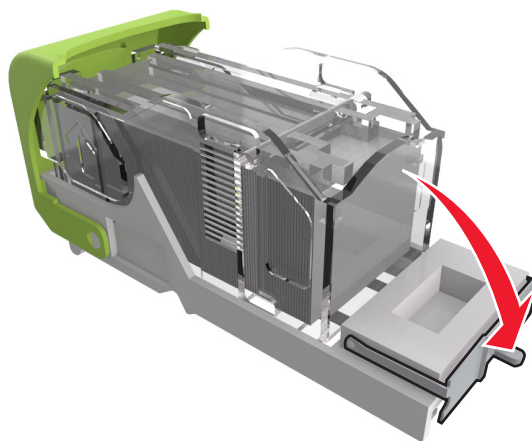
- 3** Pull down the latch of the staple cartridge holder, and then pull out the holder from the printer.



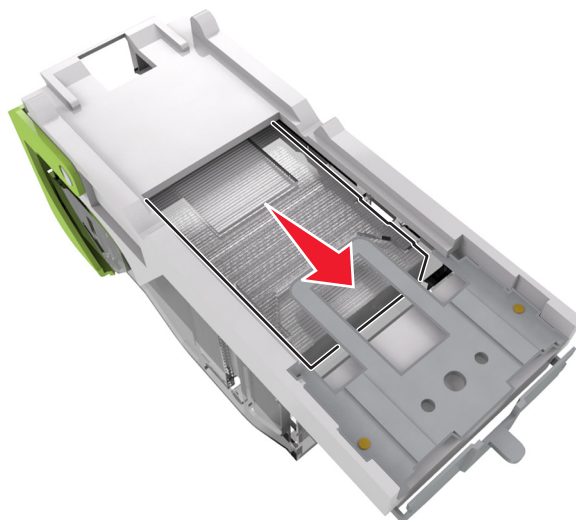
- 4** Use the metal tab to lift the staple guard, and then remove any loose staples.



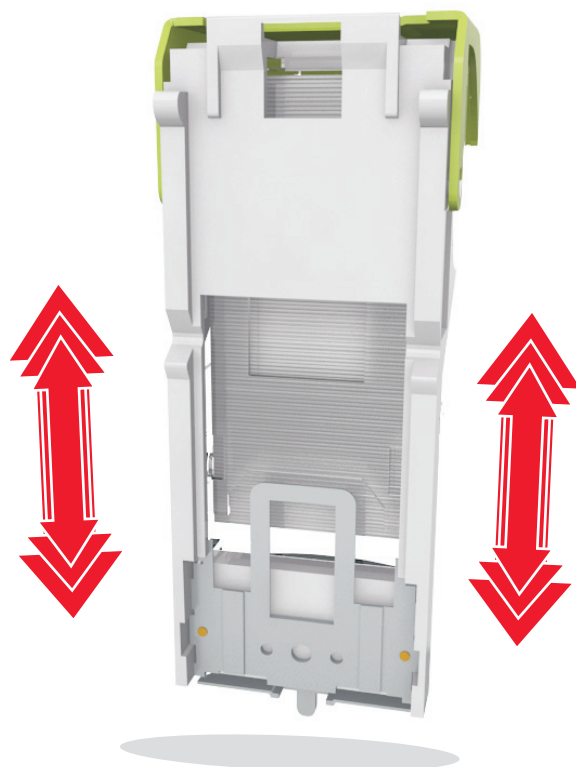
- 5 Press down the staple guard until it *clicks* into place.



- 6 Press the staples against the metal bracket.



Note: If the staples are at the rear of the cartridge, then shake the cartridge downward to bring the staples near the metal bracket.



- 7** Push the cartridge holder firmly back into the stapler unit until the cartridge holder *clicks* into place.
- 8** Close the stapler door.
- 9** From the scanner control panel, touch **Done** to clear the message and continue printing.

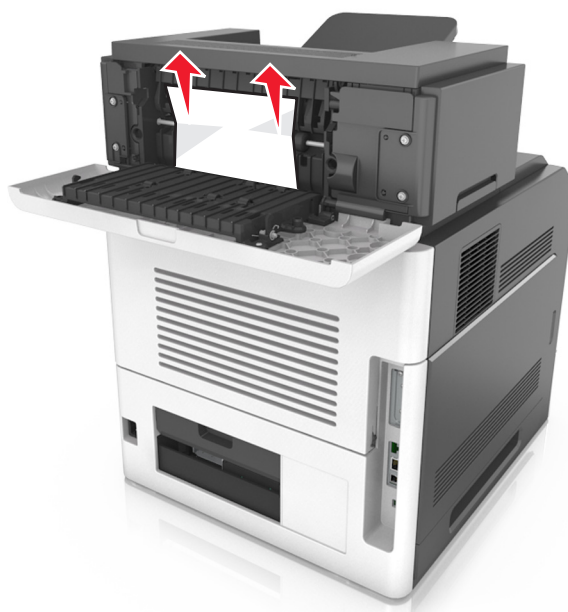
[x]-page jam, remove paper, open expander rear door. Leave paper in bin. [43y.xx]

- 1 Open the output expander rear door.



- 2 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.



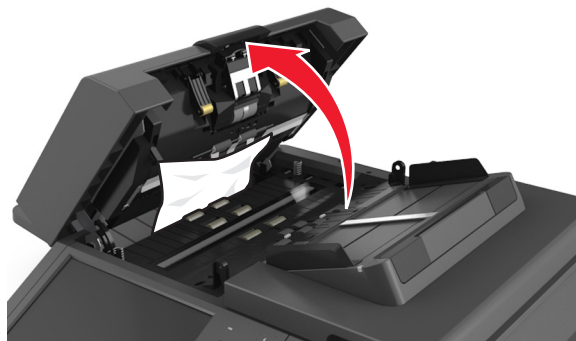
- 3 Close the output expander rear door.
- 4 From the scanner control panel, touch **Done** to clear the message and continue printing.

[x]-page jam, open automatic feeder top cover [28y.xx]

- 1 Remove all original documents from the ADF tray.

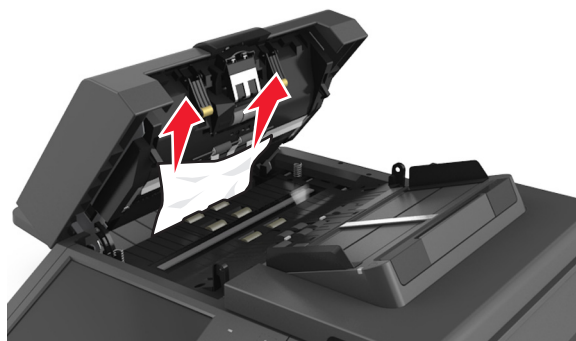
Note: The message is cleared when the pages are removed from the ADF tray.

- 2 Open the ADF cover.



- 3 Firmly grasp the jammed paper on each side, and then gently pull it out.

Note: Make sure all paper fragments are removed.



- 4 Close the ADF cover.
- 5 Straighten the edges of the original documents, then load the documents into the ADF, and then adjust the paper guides.
- 6 From the scanner control panel, touch **Done** to clear the message and continue printing.

Troubleshooting

For information on connecting the scanner and the printer, see [“Connecting the scanner and the printer” on page 29](#).

The indicator light is blinking

The indicator light blinks red until you set up fax and e-mail. To disable the blinking light, follow these steps:

Note: Before completing these instructions for a scanner on a network, make sure the fax cables are connected.

- 1 From the home screen, navigate to:
Menus > Settings > General Settings
- 2 Touch the arrows next to **Run initial setup**, and then touch **Yes > Submit**.
- 3 Turn the scanner off, and then turn the scanner back on.
- 4 From the scanner control panel, touch your language.
- 5 Touch your country or region, and then touch **Continue**.
- 6 Select your time zone, and then touch **Continue**.
- 7 Touch **Fax** and **E-mail** to clear the icons, and then touch **Continue**.

Note: You can use these same steps to enable fax and e-mail.

Understanding the printer messages

Cartridge, imaging unit mismatch [41.xy]

- 1 Check if the toner cartridge and imaging unit are both *MICR* (Magnetic Imaging Content Recording) or non-MICR supplies.

Note: For a list of supported supplies, see the “Ordering supplies” section of the *User's Guide* or visit www.lexmark.com.

- 2 Change the toner cartridge or imaging unit so that both are MICR or non-MICR supplies.

Notes:

- Use MICR toner cartridge and imaging unit for printing checks and other similar documents.
- Use non-MICR toner cartridge and imaging unit for regular print jobs.

Cartridge low [88.xy]

You may need to order a replacement toner cartridge. If necessary, touch **Continue** on the scanner control panel to clear the message and continue printing.

Cartridge nearly low [88.xy]

If necessary, touch **Continue** on the scanner control panel to clear the message and continue printing.

Cartridge very low, [x] estimated pages remain [88.xy]

You may need to replace the toner cartridge very soon. For more information, see the “Replacing supplies” section of the *User’s Guide*.

If necessary, touch **Continue** on the scanner control panel to clear the message and continue printing.

Change [paper source] to [custom string] load [orientation]

Try one or more of the following:

- Load the correct size and type of paper in the tray, then specify the paper size and paper type in the Paper menu on the scanner control panel, and then touch **Finished changing paper**.
- Touch **Reset active bin** to reset the active tray for a linked set of trays.
- Cancel the print job.

Change [paper source] to [custom type name] load [orientation]

Try one or more of the following:

- Load the correct size and type of paper in the tray, then specify the paper size and paper type in the Paper menu on the scanner control panel, and then touch **Finished changing paper**.
- Touch **Reset active bin** to reset the active tray for a linked set of trays.
- Cancel the print job.

Change [paper source] to [paper size] load [orientation]

Try one or more of the following:

- Load the correct size and type of paper in the tray, then specify the paper size and paper type in the Paper menu on the scanner control panel, and then touch **Finished changing paper**.
- Touch **Reset active bin** to reset the active tray for a linked set of trays.
- Cancel the print job.

Change [paper source] to [paper type] [paper size] load [orientation]

Try one or more of the following:

- Load the correct size and type of paper in the tray, then specify the paper size and paper type in the Paper menu on the scanner control panel, and then touch **Finished changing paper**.
- Touch **Reset active bin** to reset the active tray for a linked set of trays.
- Cancel the print job.

Check tray [x] connection

Try one or more of the following:

- Turn off the printer, and then turn it back on.

If the error occurs a second time, then:

- 1 Turn off the printer and the scanner.
- 2 Unplug the power cord from the electrical outlet.
- 3 Remove the indicated tray.
- 4 Reattach the tray.
- 5 Connect the power cord to a properly grounded electrical outlet.
- 6 Turn on the printer and the scanner.

If the error occurs again, then:

- 1 Turn off the printer.
 - 2 Unplug the power cord from the electrical outlet.
 - 3 Remove the tray.
 - 4 Contact customer support.
- From the scanner control panel, touch **Continue** to clear the message and resume the job.

Close door or insert cartridge

The toner cartridge is missing or not installed properly. Insert the cartridge, and then close all doors and covers.

Close finisher side door

Close the side door of the finisher.

Close flatbed cover and load originals if restarting job [2yy.xx]

Try one or more of the following:

- Touch **Scan from automatic feeder** to continue scanning from the ADF immediately after the last successful scan job.
- Touch **Scan from flatbed** to continue scanning from the scanner glass immediately after the last successful scan job.
- Touch **Finish job without further scanning** to end the last successful scan job.

Note: This does not cancel the scan job. All successfully scanned pages will be processed further for copying, faxing, or e-mailing.

- Touch **Cancel job** to clear the message and cancel the scan job.

Close front door

Close the front door of the printer.

Close top access cover

Close the printer top access cover to clear the message.

Complex page, some data may not have printed [39]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to ignore the message and continue printing.
- Cancel current print job.
- Install additional printer memory.

Configuration change, some held jobs were not restored [57]

Held jobs are invalidated because of the following possible changes in the scanner:

- The scanner firmware has been updated.
- The tray for the print job has been removed.
- The print job is sent from a flash drive that is no longer attached to the USB port.
- The scanner hard disk contains print jobs that were stored when the hard disk was installed in a different scanner model.

From the scanner control panel, touch **Continue** to clear the message.

Defective flash detected [51]

Try one or more of the following:

- Replace the defective flash memory card.
- From the scanner control panel, touch **Continue** to ignore the message and continue printing.
- Cancel the current print job.

Disk full [62]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to clear the message and continue processing.
- Delete fonts, macros, and other data stored on the scanner hard disk.
- Install a scanner hard disk with larger capacity.

Disk full, scan job canceled

Try one or more of the following:

- Touch **Continue** to clear the message and continue scanning.
- Delete fonts, macros, and other data stored on the scanner hard disk.
- Install a hard disk with higher capacity.

Disk must be formatted for use in this device

From the scanner control panel, touch **Format disk** to format the scanner hard disk and to clear the message.

Note: Formatting deletes all the files stored on the scanner hard disk.

Disk near full. Securely clearing disk space.

Try one or more of the following:

- Touch **Continue** to clear the message and continue printing.
- Delete fonts, macros, and other data stored on the scanner hard disk.
- Install a hard disk with higher capacity.

Empty the hole punch box

- 1 Empty the hole punch box.

For instructions on emptying the hole punch box, touch **More Information** from the scanner control panel.

- 2 Reinsert the hole punch box into the finisher, and then touch **Continue** to clear the message.

Error reading USB drive. Remove USB.

An unsupported USB device is inserted. Remove the USB device, and then insert a supported one.

Error reading USB hub. Remove hub.

An unsupported USB hub has been inserted. Remove the USB hub, and then install a supported one.

Fax memory full

From the scanner control panel, touch **Continue** to clear the message.

Fax partition inoperative. Contact system administrator.

Try one or more of the following:

- From the scanner control panel, touch **Continue** to clear the message.
- Turn off the scanner, and then turn it back on. If the message appears again, then contact your system support person.

Fax server 'To Format' not set up. Contact system administrator.

Try one or more of the following:

- From the scanner control panel, touch **Continue** to clear the message.
- Complete the Fax Server setup. If the message appears again, then contact your system support person.

Fax Station Name not set up. Contact system administrator.

Try either of the following:

- From the scanner control panel, touch **Continue** to clear the message.
- Complete the Analog Fax setup. If the message appears again after completing the setup, then contact your system support person.

Fax Station Number not set up. Contact system administrator.

Try one or more of the following:

- From the scanner control panel, touch **Continue** to clear the message.
- Complete the Analog Fax setup. If the message appears again after completing the setup, then contact your system support person.

Imaging unit low [84.xy]

You may need to order a replacement imaging unit. If necessary, select **Continue** on the scanner control panel to clear the message and continue printing.

Imaging unit nearly low [84.xy]

If necessary, touch **Continue** on the scanner control panel to clear the message and continue printing.

Imaging unit very low, [x] estimated pages remain [84.xy]

You may need to replace the imaging unit very soon. For more information, see the “Replacing supplies” section of the *User’s Guide*.

If necessary, touch **Continue** on the scanner control panel to clear the message and continue printing.

Incompatible output bin [x] [59]

Try one or more of the following:

- Remove the indicated bin.
- From the scanner control panel, touch **Continue** to clear the message and continue printing without using the indicated bin.

Incompatible tray [x] [59]

Try one or more of the following:

- Remove the indicated tray.
- From the scanner control panel, touch **Continue** to clear the message and continue printing without using the indicated tray.

Incorrect paper size, open [paper source] [34]

Try one or more of the following:

- Load the correct size and type of paper in the tray, and then specify the paper size and paper type in the Paper menu on the scanner control panel.
- Make sure the correct paper size and type are specified in the Print Properties or in the Print dialog settings.
- Check if the paper size is correctly set. For example, if MP Feeder Size is set to Universal, then make sure the paper is large enough for the data being printed.
- Check the length and width guides and make sure the paper is loaded properly in the tray.
- From the scanner control panel, touch **Continue** to clear the message and to print using a different tray.
- Cancel the print job.

Insert hole punch box

Insert the hole punch box into the finisher, and then touch **Continue** to clear the message.

Insert staple cartridge

Try one or more of the following:

- Insert a staple cartridge.
- Touch **Continue** to clear the message and print without using the staple finisher.

Insert Tray [x]

Try one or more of the following:

- Insert the indicated tray into the printer.
- Cancel the print job.
- Reset the active bin for a linked set of bins by selecting **Reset active bin** on the scanner control panel.

Install bin [x]

Try one or more of the following:

- Install the specified bin:
 - 1 Turn off the printer and the scanner.
 - 2 Unplug the power cord from the electrical outlet.
 - 3 Install the specified bin.
 - 4 Connect the power cord to a properly grounded electrical outlet.
 - 5 Turn on the printer and the scanner.
- Cancel the print job.
- Reset active bin.

Install Tray [x]

Try one or more of the following:

- Install the specified tray:
 - 1 Turn off the printer and the scanner.
 - 2 Unplug the power cord from the electrical outlet.
 - 3 Install the specified tray.
 - 4 Connect the power cord to a properly grounded electrical outlet.
 - 5 Turn on the printer and the scanner.
- Cancel the print job.
- Reset the active bin.

Insufficient memory for Flash Memory Defragment operation [37]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to stop the defragmentation and continue printing.
- Delete fonts, macros, and other data in the printer memory.
- Install additional printer memory.

Insufficient memory to collate job [37]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to print the part of the job already stored and to begin collating the rest of the print job.
- Cancel the current print job.

Insufficient memory to support Resource Save feature [35]

Install additional scanner memory or touch **Continue** to disable Resource Save, to clear the message, and to continue printing.

Insufficient memory, some Held Jobs were deleted [37]

From the scanner control panel, touch **Continue** to clear the message.

Insufficient memory, some held jobs will not be restored [37]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to clear the message.
- Delete other held jobs to free up additional scanner memory.

Load [paper source] with [paper type] [paper size] [paper orientation]

Try one or more of the following:

- Load the indicated tray or feeder with the correct size and type of paper.
- To use the tray or feeder with the correct size and type of paper, touch **Finished loading paper** on the scanner control panel.

Note: If the scanner finds a tray or feeder that has the correct size and type of paper, then it feeds from that tray or feeder. If the scanner cannot find a tray or feeder with the correct size and type of paper, then it prints from the default paper source.

- Cancel the current job.

Load [paper source] with [custom string] [paper orientation]

Try one or more of the following:

- Load the indicated tray or feeder with the correct size and type of paper.
- To use the tray or feeder with the correct paper size or type, touch **Finished loading paper** on the scanner control panel.

Note: If the scanner finds a tray or feeder hat has the correct paper size and type, then it feeds from that tray or feeder. If the scanner cannot find a tray or feeder with the correct paper type and size, then it prints from the default paper source.

- Cancel the current job.

Load [paper source] with [custom type name] [paper orientation]

Try one or more of the following:

- Load the tray or feeder with the correct size and type of paper.
- To use the tray or feeder with the correct paper size or type, touch **Finished loading paper** on the scanner control panel.

Note: If the scanner detects a tray or feeder that has the correct paper size and type, then it feeds from that tray or feeder. If the scanner cannot detect a tray or feeder that has the correct paper size and type, then it prints from the default paper source.

- Cancel the current job.

Load [paper source] with [paper size] [paper orientation]

Try one or more of the following:

- Load the tray or feeder with the correct size of paper.
- To use the tray or feeder with the correct size of paper, touch **Finished loading paper** on the scanner control panel.

Note: If the scanner finds a tray or feeder that has the correct size of paper, then it feeds from that tray or feeder. If the scanner cannot find a tray or feeder with the correct size of paper, then it prints from the default paper source.

- Cancel the current job.

Load Manual Feeder with [custom string] [paper orientation]

Try one or more of the following:

- Load the feeder with the correct size and type of paper.
- From the scanner control panel, touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- From the scanner control panel, touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper type] [paper size] [paper orientation]

Try one or more of the following:

- Load the feeder with the correct size and type of paper.
- From the scanner control panel, touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- From the scanner control panel, touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [custom type name] [paper orientation]

Try one or more of the following:

- Load the feeder with the correct size and type of paper.
- From the scanner control panel, touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- From the scanner control panel, touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load Manual Feeder with [paper size] [paper orientation]

Try one or more of the following:

- Load the feeder with the correct size of paper.
- From the scanner control panel, touch **Prompt each page, paper loaded** or **Do not prompt, paper loaded** to clear the message and continue printing.
- From the scanner control panel, touch **Automatically select paper** to use the paper loaded in the tray.
- Cancel the print job.

Load staples

Try one or more of the following:

- Replace or insert the staple cartridge in the finisher.
For instructions on inserting or replacing a staple cartridge in the finisher, touch **More information** on the scanner control panel.
- From the scanner control panel, touch **Continue** to clear the message and continue printing.
- From the scanner control panel, touch **Cancel job** to cancel the print job.

Maintenance kit low [80.xy]

You may need to order a maintenance kit. For more information, visit the Lexmark Web site at <http://support.lexmark.com> or contact customer support, and then report the message. If necessary, touch **Continue** to clear the message and continue printing.

Maintenance kit nearly low [80.xy]

For more information, visit the Lexmark Web site at <http://support.lexmark.com> or contact customer support, and then report the message. If necessary, touch **Continue** to clear the message and continue printing.

Maintenance kit very low, [x] estimated pages remain [80.xy]

You may need to replace the maintenance kit very soon. For more information, visit the Lexmark Web site at <http://support.lexmark.com> or contact customer support, and then report the message. If necessary, touch **Continue** to clear the message and continue printing.

Memory full [38]

Try one or more of the following:

- From the scanner control panel, touch **Cancel job** to clear the message.
- Install additional scanner memory.

Memory full, cannot send faxes

- 1 From the scanner control panel, touch **Continue** to clear the message and cancel the fax job.
- 2 Try one or more of the following:
 - Reduce the fax resolution, and then resend the fax job.
 - Reduce the number of pages in the fax, and then resend the fax job.

No analog phone line connected to modem, fax is disabled.

Connect the printer to an analog phone line.

Network [x] software error [54]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to continue printing.
- Turn off the printer and the scanner, then wait for about 10 seconds, and then turn them back on.
- Update the network firmware in the scanner or print server. For more information, visit the Lexmark Web site at <http://support.lexmark.com>.

Non-Lexmark [supply type], see User's Guide [33.xy]


Note: The supply type can be a toner cartridge or the imaging unit.

The printer has detected a non-Lexmark supply or part installed in the printer.

Your Lexmark printer is designed to function best with genuine Lexmark supplies and parts. Use of third-party supplies or parts may affect the performance, reliability, or life of the printer and its imaging components.

All life indicators are designed to function with Lexmark supplies and parts, and may deliver unpredictable results if third-party supplies or parts are used. Imaging component usage beyond the intended life may damage your Lexmark printer or associated components.

Warning—Potential Damage: Use of third-party supplies or parts can affect warranty coverage. Damage caused by the use of third-party supplies or parts may not be covered by the warranty.

To accept any and all of these risks, and to proceed with the use of non-genuine supplies or parts in your printer, touch and hold  and the # on the scanner control panel simultaneously for 15 seconds to clear the message and continue printing.

If you do not want to accept these risks, then remove the third-party supply or part from your printer, and then install a genuine Lexmark supply or part.

Note: For the list of supported supplies, see the "Ordering supplies" section of the *User's Guide* or visit www.lexmark.com.

Not enough free space in flash memory for resources [52]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to clear the message and continue printing.
- Delete fonts, macros, and other data stored in the flash memory.
- Install a flash memory card with larger capacity.

Note: Downloaded fonts and macros not previously stored in the flash memory are deleted.

Paper changes needed

Try one or more of the following:

- Touch **Use current supplies** to clear the message and continue printing.
- Cancel the current print job.

Parallel port [x] disabled [56]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to clear the message.
- Enable the parallel port. From the scanner control panel, navigate to:
Network/Ports > Parallel [x] > Parallel Buffer > Auto

Note: The scanner discards any data received through the parallel port.

Printer had to restart. Last job may be incomplete.

From the scanner control panel, touch **Continue** to clear the message and continue printing.

For more information, visit <http://support.lexmark.com> or contact customer support.

Reattach bin [x]

Try one or more of the following:

- Turn off the printer and the scanner, and then turn them back on.
- Reattach the indicated bin.
 - 1 Turn off the printer and the scanner.
 - 2 Unplug the power cord of the printer from the electrical outlet.
 - 3 Remove the indicated bin.
 - 4 Reattach the bin.
 - 5 Connect the power cord of the printer to a properly grounded electrical outlet.
 - 6 Turn on the printer and the scanner.
- Remove the indicated bin:
 - 1 Turn off the printer and the scanner.
 - 2 Unplug the power cord of the printer from the electrical outlet.
 - 3 Remove the indicated bin.
 - 4 Contact customer support at <http://support.lexmark.com> or contact your service representative.
 - 5 Connect the power cord of the printer to a properly grounded electrical outlet.
 - 6 Turn on the printer and the scanner.
- From the scanner control panel, touch **Continue** to clear the message and print without using the indicated bin.

Reattach bins [x] – [y]

Try one or more of the following:

- Turn off the printer and the scanner, and then turn them back on.
- Reattach the indicated bins:
 - 1 Turn off the printer and the scanner.
 - 2 Unplug the power cord of the printer from the electrical outlet.
 - 3 Remove the indicated bins.
 - 4 Reattach the bins.
 - 5 Connect the power cord of the printer to a properly grounded electrical outlet.
 - 6 Turn on the printer and the scanner.
- Remove the indicated bins:
 - 1 Turn off the printer and the scanner.
 - 2 Unplug the power cord of the printer from the electrical outlet.
 - 3 Remove the indicated bins.
 - 4 Contact customer support at <http://support.lexmark.com> or contact your service representative.

- 5 Connect the power cord of the printer to a properly grounded electrical outlet.
- 6 Turn on the printer and the scanner.

From the scanner control panel, touch **Continue** to clear the message and print without using the indicated bins.

Reinstall missing or unresponsive cartridge [31.xy]

Try one or more of the following:

- Check if the toner cartridge is missing. If missing, install the toner cartridge.
For information on installing the cartridge, see the “Replacing supplies” section of the *User’s Guide*.
- If the toner cartridge is installed, then remove the unresponsive toner cartridge, and then reinstall it.

Note: If the message appears after reinstalling the supply, then the cartridge is defective. Replace the toner cartridge.

Reinstall missing or unresponsive fuser [31.xy]

Try one or more of the following:

- Remove the unresponsive fuser, and then reinstall it.

Note: If the message appears after reinstalling the supply, then the fuser is defective. Replace the fuser.

- Install the missing fuser.

For more information on installing the fuser, see the instruction sheet that came with the part.

Reinstall missing or unresponsive imaging unit [31.xy]

Try one or more of the following:

- Check if the imaging unit is missing. If missing, install the imaging unit.
For information on installing the imaging unit, see the “Replacing supplies” section of the *User’s Guide*.
- If the imaging unit is installed, then remove the unresponsive imaging unit, and then reinstall it.

Note: If the message appears after reinstalling the supply, then the imaging unit is defective. Replace the imaging unit.

Remove defective disk [61]

Remove and replace the defective printer hard disk.

Remove packaging material, [area name]

Remove any remaining packaging material from the specified location.

Remove paper from all bins

Remove the paper from all of the bins. The printer automatically senses paper removal and resumes printing.

If removing the paper does not clear the message, then touch **Continue**.

Remove paper from bin [x]

Remove the paper from the specified bin. The printer automatically senses paper removal and resumes printing.

If removing the paper does not clear the message, then touch **Continue**.

Remove paper from [linked set bin name]

Remove paper from the specified bin. The printer automatically detects paper removal and resumes printing.

If removing the paper does not clear the message, then touch **Continue**.

Remove paper from standard output bin

Remove the paper stack from the standard bin.

Replace all originals if restarting job.

Try one or more of the following:

- Touch **Cancel job** to clear the message and cancel the scan job.
- Touch **Scan from automatic feeder** to continue scanning from the ADF immediately after the last successful scan job.
- Touch **Scan from flatbed** to continue scanning from the scanner immediately after the last successful scan job.
- Touch **Finish job without further scanning** to end the last successful scan job.
- Touch **Restart job** to restart the scan job with the same settings from the previous scan job.

Replace cartridge, 0 estimated pages remain [88.xy]

Replace the toner cartridge to clear the message and continue printing. For more information, see the instruction sheet that came with the supply or see the “Replacing supplies” section of the *User’s Guide*.

Note: If you do not have a replacement cartridge, then see the “Ordering supplies” section of the *User’s Guide* or visit www.lexmark.com.

Replace cartridge, printer region mismatch [42.xy]

Install a toner cartridge that matches the region number of the printer. x indicates the value of the printer region. y indicates the value of the cartridge region. x and y can have the following values:

List of printer and toner cartridge regions

Region number	Region
0	Global
1	United States, Canada
2	European Economic Area (EEA), Switzerland
3	Asia Pacific, Australia, New Zealand
4	Latin America

Region number	Region
5	Africa, Middle East, rest of Europe
9	Invalid

Notes:

- The x and y values are the .xy of the error code shown on the scanner control panel.
- The x and y values must match for printing to continue.

Replace imaging unit, 0 estimated pages remain [84.xy]

Replace the imaging unit to clear the message and continue printing. For more information, see the instruction sheet that came with the supply or see the “Replacing supplies” section of the *User’s Guide*.

Note: If you do not have a replacement imaging unit, then see the “Ordering supplies” section of the *User’s Guide* or visit www.lexmark.com.

Replace jammed originals if restarting job.

Try one or more of the following:

- Touch **Cancel job** to clear the message and cancel the scan job.
- Touch **Scan from automatic feeder** to continue scanning from the ADF immediately after the last successful scan job.
- Touch **Scan from flatbed** to continue scanning from the scanner immediately after the last successful scan job.
- Touch **Finish job without further scanning** to end the last successful scan job.
- Touch **Restart job** to restart the scan job with the same settings from the previous scan job.

Replace last scanned page and jammed originals if restarting job.

Try one or more of the following:

- Touch **Cancel job** to clear the message and cancel the scan job.
- Touch **Scan from automatic feeder** to continue scanning from the ADF immediately after the last successful scan job.
- Touch **Scan from flatbed** to continue scanning from the scanner immediately after the last successful scan job.
- Touch **Finish job without further scanning** to end the last successful scan job.
- Touch **Restart job** to restart the scan job with the same settings from the previous scan job.

Replace maintenance kit, 0 estimated pages remain [80.xy]

Contact customer support at <http://support.lexmark.com> or your service representative, and then report the message. The printer is scheduled for maintenance.

Replace missing fuser [31.xy]

- 1 Install the missing fuser. For more information, see the instruction sheet that came with the replacement part.
- 2 From the scanner control panel, touch **Continue** to clear the message.

Replace roller kit [81.xy]

Try one or more of the following:

- Replace the roller kit. For more information, see the instruction sheet that came with the part.
- From the scanner control panel, select **Continue** to clear the message and continue printing.

Replace separator pad

Try one or more of the following:

- Replace the separator pad. For more information, see the instruction sheet that came with the supply.
- From the scanner control panel, touch **Ignore** to clear the message.

Replace unsupported cartridge [32.xy]

Remove the toner cartridge, and then install a supported one to clear the message and continue printing. For more information, see the instruction sheet that came with the supply or see the “Replacing supplies” section of the *User’s Guide*.

Note: If you do not have a replacement cartridge, then see the “Ordering supplies” section of the *User’s Guide* or visit www.lexmark.com.

Replace unsupported fuser [32.xy]

Remove the fuser, and then install a supported one. For more information, see the instruction sheet that came with the part.

Replace unsupported imaging unit [32.xy]

Remove the imaging unit, and then install a supported one to clear the message and continue printing. For more information, see the instruction sheet that came with the supply or see the “Replacing supplies” section of the *User’s Guide*.

Note: If you do not have a replacement imaging unit, then see the “Ordering supplies” section of the *User’s Guide* or visit www.lexmark.com.

Replace wiper

Try one or more of the following:

- Replace the fuser wiper in the printer.
- Touch **Continue** to clear the message and continue printing.

Restore held jobs?

Try one or more of the following:

- From the scanner control panel, touch **Restore** to restore all held jobs stored in the scanner hard disk.
- From the scanner control panel, touch **Do not restore** if you do not want to restore any of the print jobs.

Scan document too long

The scan job exceeds the maximum number of pages. Touch **Cancel job** to clear the message and cancel the scan job.

Scanner automatic feeder cover open

Close the ADF cover.

Scanner disabled by admin [840.01]

Print without the scanner, or contact your system support person.

Scanner disabled. Contact system administrator if problem persists. [840.02]

Try one or more of the following:

- Touch **Continue with scanner disabled** to return to the home screen, and then contact your system support person.
- Touch **Reboot and automatically enable scanner** to cancel the job.

Note: This attempts to enable the scanner.

Scanner jam, remove all originals from the scanner [2yy.xx]

Remove the jammed paper from the scanner.

Scanner jam, remove jammed originals from the scanner [2yy.xx]

Remove the jammed paper from the scanner.

Scanner locked, release lock under scanner

- 1 Unlock the scan bar.



- 2 Touch **Continue** to clear the message and continue scanning.

Scanner maintenance required soon, use ADF Kit [80]

Contact customer support, and then report the message. The printer is scheduled for maintenance.

Serial option [x] error [54]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to continue printing.
- Check that the serial cable is properly connected and is the correct one for the serial port.
- Check that the serial interface parameters (protocol, baud, parity, and data bits) are set correctly on the scanner and on the computer.
- Turn off the scanner, and then turn it back on.

Serial port [x] disabled [56]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to clear the message.
The scanner discards any data received through the specified serial port.
- Make sure Serial Buffer is not set to Disabled.
- From the scanner control panel, set Serial Buffer to Auto in the Serial [x] menu.

Some held jobs were not restored

From the scanner control panel, touch **Continue** to delete the indicated job.

Note: Held jobs that are not restored remain in the scanner hard disk and are inaccessible.

Standard network software error [54]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to continue printing.
- Unplug the router, then wait for 30 seconds, and then plug it back again.
- Turn off the scanner and printer, and then turn back on the printer and then the scanner.
- Update the network firmware in the printer or print server. For more information, visit the Lexmark Web site at <http://support.lexmark.com>.

Standard USB port disabled [56]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to clear the message.
- Enable the USB port. From the scanner control panel, navigate to:
Network/Ports > USB Buffer > Auto

The scanner discards any data received through the USB port.

Supply needed to complete job

Do either of the following:

- Install the missing supply to complete the job.
- Cancel the current job.

Too many bins attached [58]

- 1 Turn off the printer.
- 2 Unplug the power cord from the electrical outlet.
- 3 Remove the extra bins.
- 4 Connect the power cord to a properly grounded electrical outlet.
- 5 Turn the printer back on.

Too many disks installed [58]

- 1 Turn off the printer.
- 2 Unplug the power cord from the electrical outlet.
- 3 Remove the extra printer hard disks.
- 4 Connect the power cord to a properly grounded electrical outlet.
- 5 Turn the printer back on.

Too many flash options installed [58]

- 1 Turn off the printer.
- 2 Unplug the power cord from the electrical outlet.
- 3 Remove the extra flash memory.
- 4 Connect the power cord to a properly grounded electrical outlet.
- 5 Turn the printer back on.

Too many trays attached [58]

- 1 Turn off the printer.
- 2 Unplug the power cord from the electrical outlet.
- 3 Remove the extra trays.
- 4 Connect the power cord to a properly grounded electrical outlet.
- 5 Turn the printer back on.

Tray [x] paper size unsupported

Replace with a supported paper size.

Unformatted flash detected [53]

Try one or more of the following:

- From the scanner control panel, touch **Continue** to stop the defragmentation and continue printing.
- Format the flash memory.

Note: If the error message remains, then the flash memory may be defective and needs to be replaced.

Unsupported camera mode, unplug camera and change mode

The camera mode does not support PictBridge.

Unplug the camera, change the mode and plug the camera back into the printer.

Unsupported disk

An unsupported disk has been inserted. Remove the unsupported disk, and then install a supported one.

Unsupported option in slot [x] [55]

- 1 Turn off the scanner.
- 2 Unplug the power cord from the electrical outlet.
- 3 Remove the unsupported option card from the scanner controller board, and then replace it with a supported card.

4 Connect the power cord to a properly grounded electrical outlet.

5 Turn on the scanner.

USB port [x] disabled [56]

From the scanner control panel, touch **Continue** to clear the message.

Notes:

- The scanner discards any data received through the USB port.
- Make sure the USB Buffer menu is not set to Disabled.

Weblink server not set up. Contact system administrator.

From the scanner control panel, touch **Continue** to clear the message.

Note: If the message appears again, then contact your system support person.

Solving printer problems

- “Basic printer problems” on page 309
- “Hardware and internal option problems” on page 311
- “Paper feed problems” on page 314

Basic printer problems

The printer is not responding

Action	Yes	No
Step 1 Make sure the printer is turned on. Is the printer turned on?	Go to step 2.	Turn on the printer.
Step 2 Check if the printer is in Sleep mode. Is the printer in Sleep mode?	Press the Sleep button to wake the printer from Sleep mode.	Go to step 3.
Step 3 Check if one end of the power cord is plugged into the printer and the other to a properly grounded electrical outlet. Is the power cord plugged into the printer and a properly grounded electrical outlet?	Go to step 4.	Plug one end of the power cord into the printer and the other to a properly grounded electrical outlet.

Action	Yes	No
Step 4 Check other electrical equipment plugged into the electrical outlet. Do the other electrical equipment work?	Unplug the other electrical equipment, and then turn on the printer. If the printer does not work, then reconnect the other electrical equipment.	Go to step 5.
Step 5 Check if the cables connecting the printer and the computer are inserted in the correct ports. Are the cables inserted in the correct ports?	Go to step 6.	Make sure to match the following: <ul style="list-style-type: none"> • The USB symbol on the cable with the USB symbol on the printer • The appropriate Ethernet cable with the Ethernet port
Step 6 Make sure the electrical outlet is not turned off by a switch or breaker. Is the electrical outlet turned off by a switch or breaker?	Turn on the switch or reset the breaker.	Go to step 7.
Step 7 Check if the printer is plugged into any surge protectors, uninterruptible power supplies, or extension cords. Is the printer plugged into any surge protectors, uninterruptible power supplies, or extension cords?	Connect the printer power cord directly to a properly grounded electrical outlet.	Go to step 8.
Step 8 Check if one end of the printer cable is plugged into a port on the printer and the other to the computer, print server, option, or other network device. Is the printer cable securely attached to the printer and the computer, print server, option, or other network device?	Go to step 9.	Connect the printer cable securely to the printer and the computer, print server, option, or other network device.
Step 9 Make sure to install all hardware options properly and remove any packing material. Are all hardware options properly installed and all packing material removed?	Go to step 10.	Turn off the printer, remove all packing materials, then reinstall the hardware options, and then turn on the printer.
Step 10 Check if you have selected the correct port settings in the printer driver. Are the port settings correct?	Go to step 11.	Use correct printer driver settings.

Action	Yes	No
Step 11 Check the installed printer driver. Is the correct printer driver installed?	Go to step 12.	Install the correct printer driver.
Step 12 Turn off the printer, then wait for about 10 seconds, and then turn it back on. Is the printer working?	The problem is solved.	Contact customer support .

Scanner display is blank

Action	Yes	No
Step 1 Press the Sleep button on the scanner control panel. Does Ready appear on the scanner display?	The problem is solved.	Go to step 2.
Step 2 Turn off the scanner, then wait for about 10 seconds, and then turn it back on. Do Please wait and Ready appear on the scanner display?	The problem is solved.	Turn off the scanner, and then contact customer support .

Hardware and internal option problems

Cannot detect internal option

Action	Yes	No
Step 1 Turn off the scanner, then wait for about 10 seconds, and then turn it back on. Does the internal option operate correctly?	The problem is solved.	Go to step 2.
Step 2 Check if the internal option is properly installed in the controller board. <ul style="list-style-type: none"> a Turn off the scanner using the power switch, and then unplug the power cord from the electrical outlet. b Make sure the internal option is installed in the appropriate connector in the controller board. c Connect the power cord to the scanner, then to a properly grounded electrical outlet, and then turn on the scanner. Is the internal option properly installed in the controller board?	Go to step 3.	Connect the internal option to the controller board.

Action	Yes	No
Step 3 Print a menu settings page, and then check to see if the internal option is listed in the Installed Features list. Is the USB or parallel interface card listed in the Installed Features list?	Go to step 4.	Reinstall the internal option.
Step 4 a Check if the internal option is selected. It may be necessary to manually add the internal option in the printer driver to make it available for print jobs. For more information, see “Adding available options in the print driver” on page 56. b Resend the print job. Does the internal option operate correctly?	The problem is solved.	Contact customer support .

Internal print server does not operate correctly

Action	Yes	No
Step 1 Reinstall the internal print server. a Remove, and then install the internal print server. For more information, see “Installing an Internal Solutions Port” on page 38. b Print a menu settings page, and then check if the internal print server is listed in the Installed Features list. Is the internal print server listed in the Installed Features list?	Go to step 2.	Check if the internal print server is supported by the printer. Note: An internal print server from another printer may not work with this printer.
Step 2 Check the cable and the internal print server connection. Use the correct cable, and then check if it is securely connected to the internal print server. Does the internal print server operate correctly?	The problem is solved.	Contact customer support .

Internal Solutions Port does not operate correctly

Action	Yes	No
Step 1 Make sure the Internal Solutions Port (ISP) is installed. a Install the ISP. For more information, see “Installing an Internal Solutions Port” on page 38. b Print a menu settings page, and then check if the ISP is listed in the Installed Features list. Is the ISP listed in the Installed Features list?	Go to step 2.	Check if you have a supported ISP. Note: An ISP from another printer may not work on this printer.

Action	Yes	No
Step 2 Check the cable and the ISP connection. a Use the correct cable, and then make sure it is securely connected to the ISP. b Check if the ISP solution interface cable is securely connected into the receptacle of the controller board. Note: The ISP solution interface cable and the receptacle on the controller board are color-coded. Does the Internal Solutions Port operate correctly?	The problem is solved.	Contact customer support .

Tray problems

Action	Yes	No
Step 1 a Pull out the tray, and then do one or more of the following: <ul style="list-style-type: none"> • Check for paper jams or misfeeds. • Check if the paper size indicators on the paper guides are aligned with the paper size indicators on the tray. • If you are printing on custom-size paper, then make sure that the paper guides rest against the edges of the paper. • Make sure the paper is below the maximum paper fill indicator. • Make sure paper lies flat in the tray. b Check if the tray closes properly. Is the tray working?	The problem is solved.	Go to step 2.
Step 2 a Turn off the printer, then wait about 10 seconds, and then turn the printer back on. b Resend the print job. Is the tray working?	The problem is solved.	Go to step 3.
Step 3 Check if the tray is installed and recognized by the printer. Print a menu settings page, and then check if the tray is listed in the Installed Features list. Is the tray listed in the menu settings page?	Go to step 4.	Reinstall the tray. For more information, see the setup documentation that came with the tray.


Action	Yes	No
Step 4 Check if the tray is available in the printer driver. Note: If necessary, manually add the tray in the printer driver to make it available for print jobs. For more information, see “Adding available options in the print driver” on page 56 . Is the tray available in the printer driver?	The problem is solved.	Contact customer support .

USB/Parallel interface card does not operate correctly

Action	Yes	No
Step 1 Make sure the USB or the parallel interface card is installed. a Install the USB or the parallel interface card. For more information, see “Installing an Internal Solutions Port” on page 38 . b Print a menu settings page, and then check if the USB or parallel interface card is listed in the Installed Features list. Is the USB or parallel interface card listed in the Installed Features list?	Go to step 2.	Check if you have a supported USB or parallel interface card. Note: A USB or parallel interface card from another device may not work on this scanner.
Step 2 Check the cable and the USB or parallel interface card connection. Use the correct cable, and then make sure it is securely connected to the USB or parallel interface card. Does the USB or parallel interface card operate correctly?	The problem is solved.	Contact customer support .

Paper feed problems

Jammed pages are not reprinted

Action	Yes	No
Turn on Jam Recovery. a From the home screen, navigate to:  > Settings > General Settings > Print Recovery b From the Jam Recovery menu, touch the arrows to scroll to On or Auto . c Touch Submit . Do pages reprint after a jam?	The problem is solved.	Contact customer support .

Paper frequently jams

Action	Yes	No
Step 1 a Pull out the tray, and then do one or more of the following: <ul style="list-style-type: none"> • Make sure paper lies flat in the tray. • Check if the paper size indicators on the paper guides are aligned with the paper size indicators on the tray. • Check if the paper guides are aligned against the edges of the paper. • Make sure the paper is below the maximum paper fill indicator. • Check if you are printing on a recommended paper size and type. b Insert the tray properly. If jam recovery is enabled, then the print jobs will reprint automatically. Do paper jams still occur frequently?	Go to step 2.	The problem is solved.
Step 2 a Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it. b Resend the print job. Do paper jams still occur frequently?	Go to step 3.	The problem is solved.
Step 3 a Review the tips on avoiding jams. For more information, see “Avoiding jams” on page 265 . b Follow the recommendations, and then resend the print job. Do paper jams still occur frequently?	Contact customer support .	The problem is solved.

Paper jam message remains after jam is cleared

Action	Yes	No
Check the entire paper path for jammed paper. a Remove any jammed paper. b From the scanner control panel, touch Continue to clear the message. Does the paper jam message remain?	Contact customer support .	The problem is solved.

Solving print problems

Printing problems

Confidential and other held jobs do not print

Note: Confidential, Verify, Reserve, and Repeat print jobs may be deleted if the printer requires extra memory to process additional held jobs.

Action	Yes	No
<p>Step 1</p> <p>Open the held jobs folder on the scanner display, and then verify that your print job is listed.</p> <p>Is your print job listed in the held jobs folder?</p>	Go to step 2.	Select one of the Print and Hold options, and then resend the print job. For more information, see “Printing confidential and other held jobs” on page 98.
<p>Step 2</p> <p>The print job may contain a formatting error or an invalid data.</p> <ul style="list-style-type: none"> Delete the print job, and then send it again. For PDF files, generate a new PDF, and then print it again. <p>If you are printing from the Internet, then the printer may be reading multiple job titles as duplicates and deleting all jobs except the first one.</p> <p>For Windows users</p> <ol style="list-style-type: none"> Open the Print Properties folder. From the Print and Hold dialog, select the Keep duplicate documents check box. Enter a PIN number. <p>For Macintosh users</p> <p>Save each print job, name each job differently, and then send the individual jobs to the printer.</p> <p>Does the job print?</p>	The problem is solved.	Go to step 3.
<p>Step 3</p> <p>Free up additional printer memory by deleting some of the held jobs.</p> <p>Does the job print?</p>	The problem is solved.	Add additional printer memory.

Envelope seals when printing

Action	Yes	No
<p>a Use envelopes that have been stored in a dry environment.</p> <p>Note: Printing on envelopes with high moisture content can seal the flaps.</p> <p>b Resend the print job.</p> <p>Does the envelope seal when printing?</p>	Contact customer support .	The problem is solved.

Error message about reading the flash drive appears

Action	Yes	No
<p>Step 1</p> <p>Check if the flash drive is inserted into the front USB port.</p> <p>Note: The flash drive will not work if it is inserted into the rear USB port.</p> <p>Is the flash drive inserted into the front USB port?</p>	Go to step 2.	Insert the flash drive into the front USB port.
<p>Step 2</p> <p>Check if the indicator light on the scanner control panel is blinking green.</p> <p>Note: A green blinking light indicates that the scanner is busy.</p> <p>Is the indicator light blinking green?</p>	Wait until the scanner is ready, then view the held jobs list, and then print the documents.	Go to step 3.
<p>Step 3</p> <p>a Check for an error message on the display.</p> <p>b Clear the message.</p> <p>Does the error message still appear?</p>	Go to step 4.	The problem is solved.
<p>Step 4</p> <p>Check if the flash drive is supported.</p> <p>For more information on tested and approved USB flash drives, see “Supported flash drives and file types” on page 96.</p> <p>Does the error message still appear?</p>	Go to step 5.	The problem is solved.
<p>Step 5</p> <p>Check if the USB port is disabled by the system support person.</p> <p>Does the error message still appear?</p>	Contact customer support .	The problem is solved.

Incorrect characters print

Action	Yes	No
Step 1 Make sure the printer is not in Hex Trace mode. Note: If Ready Hex appears on the scanner display, then turn off the printer, and then turn it back on to deactivate Hex Trace mode. Is the printer in Hex Trace mode?	Deactivate Hex Trace mode.	Go to step 2.
Step 2 a From the scanner control panel, select Standard Network or Network [x] , and then set SmartSwitch to On. b Resend the print job. Do incorrect characters print?	Contact customer support .	The problem is solved.

Job prints from the wrong tray or on the wrong paper

Action	Yes	No
Step 1 a Check if you are printing on paper that is supported by the tray. b Resend the print job. Did the job print from the correct tray or on the correct paper?	The problem is solved.	Go to step 2.
Step 2 a From the Paper menu on the scanner control panel, set the paper size and type to match the paper loaded in the tray. b Resend the print job. Did the job print from the correct tray or on the correct paper?	The problem is solved.	Go to step 3.
Step 3 a Depending on your operating system, specify the paper size from the Printing Preferences or from the Print dialog. b Resend the print job. Did the job print from the correct tray or on the correct paper?	The problem is solved.	Go to step 4.
Step 4 a Check if the trays are not linked. b Resend the print job. Did the job print from the correct tray or on the correct paper?	The problem is solved.	Contact customer support .

Large jobs do not collate

Action	Yes	No
Step 1 a From the Finishing menu on the scanner control panel, set Collate to (1,2,3) (1,2,3). b Resend the print job. Did the job print and collate correctly?	The problem is solved.	Go to step 2.
Step 2 a From the printer software, set Collate to (1,2,3) (1,2,3). Note: Setting Collate to (1,1,1) (2,2,2) in the software overrides the setting in the Finishing menu. b Resend the print job. Did the job print and collate correctly?	The problem is solved.	Go to step 3.
Step 3 Reduce the complexity of the print job by eliminating the number and size of fonts, the number and complexity of images, and the number of pages in the job. Did the job print and collate correctly?	The problem is solved.	Contact customer support .

Multiple-language PDF files do not print

Action	Yes	No
Step 1 a Check if the print options for the PDF output are set to embed all fonts. For more information, see the documentation that came with Adobe Acrobat. b Generate a new PDF file, and then resend the print job. Do the files print?	The problem is solved.	Go to step 2.
Step 2 a Open the document you want to print in Adobe Acrobat. b Click File > Print > Advanced > Print As Image > OK > OK . Do the files print?	The problem is solved.	Contact customer support .

Printing slows down

Notes:

- When printing using narrow paper, the printer prints at a reduced speed to prevent damage to the fuser.
- The printer speed may be reduced when printing for long periods of time, or printing at elevated temperatures.

Action	Yes	No
Step 1 a Make sure the size of the paper loaded in the tray matches the fuser type. Note: Use a 110-volt fuser for printing on letter-size paper and a 220-volt fuser for printing on A4-size paper. b Resend the print job. Does the print speed increase?	The problem is solved.	Go to step 2.
Step 2 a Replace the fuser. For more information on installing the fuser, see the instruction sheet that came with the part. b Resend the print job. Does the print speed increase?	The problem is solved.	Contact customer support .

Print jobs do not print

Action	Yes	No
Step 1 a From the document you are trying to print, open the Print dialog and check if you have selected the correct printer. Note: If the printer is not the default printer, then you must select the printer for each document that you want to print. b Resend the print job. Do the jobs print?	The problem is solved.	Go to step 2.
Step 2 a Check if the scanner and the printer are plugged in and turned on, and if Ready appears on the scanner display. b Resend the print job. Do the jobs print?	The problem is solved.	Go to step 3.
Step 3 If an error message appears on the scanner display, then clear the message. Note: The printer continues to print after clearing the message. Do the jobs print?	The problem is solved.	Go to step 4.

Action	Yes	No
Step 4 a Check if the ports (USB, serial, or Ethernet) are working and if the cables are securely connected to the computer and to the scanner. Note: For more information, see the setup documentation that came with the scanner. b Resend the print job. Do the jobs print?	The problem is solved.	Go to step 5.
Step 5 a Turn off the printer and the scanner, then wait for about 10 seconds, and then turn them back on. b Resend the print job. Do the jobs print?	The problem is solved.	Go to step 6.
Step 6 a Remove, and then reinstall the scanner software. For more information, see “Installing the scanner” on page 55 . Note: The printer software is available at http://support.lexmark.com . b Resend the print job. Do the jobs print?	The problem is solved.	Contact customer support .

Print job takes longer than expected

Action	Yes	No
Step 1 Change the environmental settings of the printer. a From the scanner control panel, navigate to: Settings > General Settings b Select Eco-Mode or Quiet Mode , and then select Off . Note: Disabling Eco-Mode or Quiet Mode may increase the consumption of energy or supplies, or both. Did the print job take longer than expected?	Go to step 2.	The problem is solved.
Step 2 Reduce the number and size of fonts, the number and complexity of images, and the number of pages in the print job, and then resend the job Did the print job take longer than expected?	Go to step 3.	The problem is solved.

Action	Yes	No
Step 3 a Remove held jobs stored in the scanner memory. b Resend the print job. Did the print job take longer than expected?	Go to step 4.	The problem is solved.
Step 4 a Disable the Page Protect feature. From the scanner control panel, navigate to: Settings > General Settings > Print Recovery > Page Protect > Off b Resend the print job. Did the print job take longer than expected?	Go to step 5.	The problem is solved.
Step 5 a Check if the cable connections to the scanner and print server are secure. For more information, see the setup documentation that came with the scanner. b Resend the print job. Did the print job take longer than expected?	Go to step 6.	The problem is solved.
Step 6 Install additional scanner memory, and then resend the print job. Did the print job take longer than expected?	Contact customer support .	The problem is solved.

Tray linking does not work


Notes:

- The trays can detect paper size.
- The multipurpose feeder does not automatically detect the paper size. You must set the size from the Paper Size/Type menu.

Action	Yes	No
Step 1 a Open the trays, and then check if they contain paper of the same size and type. <ul style="list-style-type: none"> • Check if the paper guides are in the correct positions for the size of the paper loaded in each tray. • Check if the paper size indicators on the paper guides are aligned with the paper size indicators on the tray. b Resend the print job. Do the trays link correctly?	The problem is solved.	Go to step 2.

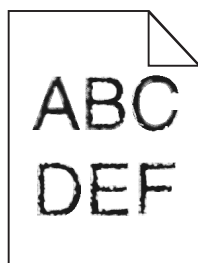
Action	Yes	No
<p>Step 2</p> <p>a From the scanner control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the trays to be linked.</p> <p>Note: The paper size and type must match for trays to be linked.</p> <p>b Resend the print job.</p> <p>Do the trays link correctly?</p>	The problem is solved.	Contact customer support .


Unexpected page breaks occur

Action	Yes	No
<p>Increase the printing timeout.</p> <p>a From the home screen, navigate to:</p> <p> > Settings > General Settings > Timeouts</p> <p>b Increase the Print Timeout setting, and then touch Submit.</p> <p>c Resend the print job.</p> <p>Did the file print correctly?</p>	The problem is solved.	Check the original file for manual page breaks.

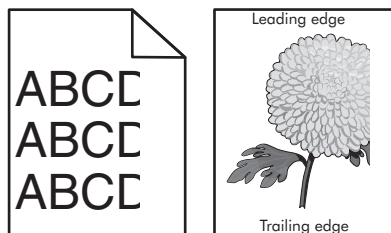
Print quality problems

Characters have jagged or uneven edges



Action	Yes	No
Step 1 a Print a font sample list to check if the fonts you are using are supported by the printer. 1 From the scanner control panel, navigate to:  > Reports > Print Fonts 2 Touch PCL Fonts or PostScript Fonts . b Use a font that is supported by the printer or install the font that you want to use. For more information, contact your system support person. c Resend the print job. Do prints still contain characters that have jagged or uneven edges?	Go to step 2.	The problem is solved.
Step 2 a Use a font that is supported by the printer or install the font that you want to use on your computer. For more information, contact your system support person. b Resend the print job. Do prints still contain characters that have jagged or uneven edges?	Contact customer support .	The problem is solved.

Clipped pages or images



Action	Yes	No
Step 1 a Move the width and length guides in the tray to the correct positions for the paper loaded. b Resend the print job. Is the page or image clipped?	Go to step 2.	The problem is solved.

Action	Yes	No
Step 2 From the scanner control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the tray. Do the paper size and type match the paper loaded in the tray?	Go to step 3.	Do one or more of the following: <ul style="list-style-type: none"> Specify the paper size from the tray settings to match the paper loaded in the tray. Change the paper loaded in the tray to match the paper size specified in the tray settings.
Step 3 a Depending on your operating system, specify the paper size from Printing Preferences or from the Print dialog. b Resend the print job. Is the page or image clipped?	Go to step 4.	The problem is solved.
Step 4 a Reinstall the imaging unit. <ol style="list-style-type: none"> Remove the toner cartridge. Remove the imaging unit. Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. Install the imaging unit, and then the cartridge. b Resend the print job. Is the page or image clipped?	Contact customer support .	The problem is solved.

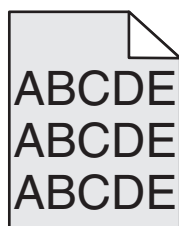
Compressed images appear on prints

Note: Printing on letter-size paper using a 220-volt fuser compresses images.

Action	Yes	No
Step 1 a Make sure the size of the paper loaded in the tray matches the fuser type. Note: Use a 110-volt fuser for printing on letter-size paper and a 220-volt fuser for printing on A4-size paper. b Resend the print job. Do compressed images still appear?	The problem is solved.	Go to step 2.

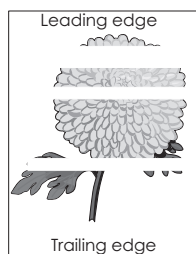
Action	Yes	No
Step 2 a Replace the fuser. For more information on installing the fuser, see the instruction sheet that came with the part. b Resend the print job. Do compressed images still appear?	The problem is solved.	Contact customer support .

Gray background on prints



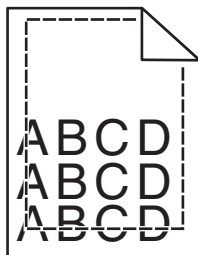
Action	Yes	No
Step 1 a From the Quality Menu on the scanner control panel, reduce the toner darkness. Note: 8 is the factory default setting. b Resend the print job. Did the gray background disappear from the prints?	The problem is solved.	Go to step 2.
Step 2 Reinstall the imaging unit and the toner cartridge. a Remove the toner cartridge. b Remove the imaging unit. Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light can cause print quality problems. c Install the imaging unit, and then the cartridge. d Resend the print job. Did the gray background disappear from the prints?	The problem is solved.	Go to step 3.
Step 3 Replace the imaging unit, and then resend the print job. Did the gray background disappear from the prints?	The problem is solved.	Contact customer support .

Horizontal voids appear on prints



Action	Yes	No
Step 1 a Make sure your software program is using a correct fill pattern. b Resend the print job. Do horizontal voids appear on prints?	Go to step 2.	The problem is solved.
Step 2 a Load the specified tray or feeder with a recommended type of paper. b Resend the print job. Do horizontal voids appear on prints?	Go to step 3.	The problem is solved.
Step 3 a Redistribute the toner in the imaging unit. <ol style="list-style-type: none"> 1 Remove the toner cartridge, and then the imaging unit. 2 Firmly shake the imaging unit. <p>Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <ol style="list-style-type: none"> 3 Reinstall the imaging unit, and then the cartridge. b Resend the print job. Do horizontal voids appear on prints?	Go to step 4.	The problem is solved.
Step 4 Replace the imaging unit, and then resend the print job. Do horizontal voids appear on prints?	Contact customer support .	The problem is solved.

Incorrect margins on prints

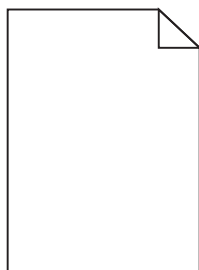


Action	Yes	No
Step 1 a Move the width and length guides in the tray to the correct positions for the paper size loaded. b Resend the print job. Are the margins correct?	The problem is solved.	Go to step 2.
Step 2 From the scanner control panel, set the paper size in the Paper menu to match the paper loaded in the tray. Does the paper size match the paper loaded in the tray?	Go to step 3.	Do one or more of the following: <ul style="list-style-type: none"> Specify the paper size from the tray settings to match the paper loaded in the tray. Change the paper loaded in the tray to match the paper size specified in the tray settings.
Step 3 a Depending on your operating system, specify the paper size from Printing Preferences or from the Print dialog. b Resend the print job. Are the margins correct?	The problem is solved.	Contact customer support .

Paper curl

Action	Yes	No
Step 1 Move the width and length guides in the tray to the correct positions for the size of the paper loaded. Are the width and length guides positioned correctly?	Go to step 2.	Adjust the width and length guides.
Step 2 From the scanner control panel, set the paper type and weight in the Paper menu to match the paper loaded in the tray. Do the paper type and weight match the type and weight of the paper in the tray?	Go to step 3.	Specify the paper type and weight from the tray settings to match the paper loaded in the tray.
Step 3 a Depending on your operating system, specify the paper type and weight from Printing Preferences or from the Print dialog. b Resend the print job. Is the paper still curled?	Go to step 4.	The problem is solved.
Step 4 a Remove the paper from the tray, and then turn it over. b Resend the print job. Is the paper still curled?	Go to step 5.	The problem is solved.
Step 5 a Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it. b Resend the print job. Is the paper still curled?	Contact customer support .	The problem is solved.

Printer is printing blank pages



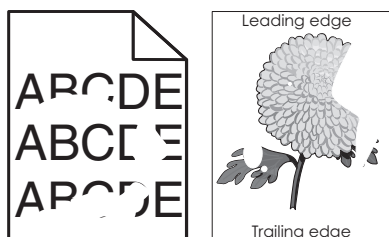
Action	Yes	No
Step 1 a Check if there is packing material left on the imaging unit. 1 Remove the toner cartridge, and then the imaging unit. 2 Check if the packing material is properly removed from the imaging unit. Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. 3 Reinstall the imaging unit, and then the cartridge. b Resend the print job. Is the printer still printing blank pages?	Go to step 2.	The problem is solved.
Step 2 a Redistribute the toner in the imaging unit. 1 Remove the toner cartridge, and then the imaging unit. 2 Firmly shake the imaging unit. Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. 3 Reinstall the imaging unit, and then the cartridge. b Resend the print job. Is the printer still printing blank pages?	Go to step 3.	The problem is solved.
Step 3 Replace the imaging unit, and then resend the print job. Is the printer still printing blank pages?	Contact customer support .	The problem is solved.

Printer is printing solid black pages



Action	Yes	No
Step 1 a Reinstall the imaging unit. 1 Remove the toner cartridge, and then the imaging unit. Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. 2 Install the imaging unit, and then the cartridge. b Resend the print job. Is the printer printing solid black pages?	Go to step 2.	The problem is solved.
Step 2 Replace the imaging unit, and then resend the print job. Is the printer printing solid black pages?	Contact customer support .	The problem is solved.

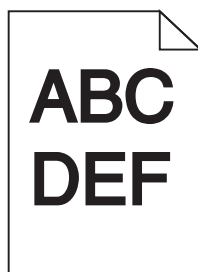
Print irregularities



Action	Yes	No
Step 1 a Move the width and length guides in the tray to the correct positions for the size of the paper loaded in the tray. b Resend the print job. Do print irregularities still appear?	Go to step 2.	The problem is solved.
Step 2 From the scanner control panel, set the paper size and paper type in the Paper menu to match the paper loaded in the tray. Do the printer settings match the type and weight of the paper loaded in the tray?	Go to step 3.	Specify the paper size and type from the tray settings to match the paper loaded in the tray.
Step 3 a Depending on your operating system, specify the paper type and weight from Printing Preferences or from the Print dialog. b Resend the print job. Do print irregularities still appear?	Go to step 4.	The problem is solved.

Action	Yes	No
Step 4 Check if the paper loaded in the tray has texture or rough finishes. Are you printing on textured or rough paper?	From the scanner control panel, set the paper texture in the Paper menu to match the paper loaded in the tray.	Go to step 5.
Step 5 a Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it. b Resend the print job. Do print irregularities still appear?	Go to step 6.	The problem is solved.
Step 6 Replace the imaging unit, and then resend the print job. Do print irregularities still appear?	Contact customer support at http://support.lexmark.com or your service representative.	The problem is solved.

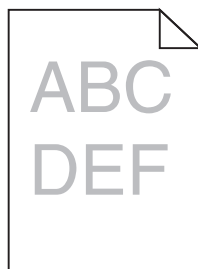
Print is too dark



Action	Yes	No
Step 1 a From the Quality menu on the scanner control panel, reduce the toner darkness. Note: 8 is the factory default setting. b Resend the print job. Is the print still too dark?	Go to step 2.	The problem is solved.

Action	Yes	No
Step 2 a From the scanner control panel, set the paper type, texture and weight in the Paper menu to match the paper loaded in the tray. b Resend the print job. Is the tray set to the type, texture, and weight of the paper loaded?	Go to step 3.	Do one or more of the following: <ul style="list-style-type: none"> Specify the paper type, texture, and weight from the tray settings to match the paper loaded in the tray. Change the paper loaded in the tray to match the paper type, texture and weight specified in the tray settings.
Step 3 a Depending on your operating system, specify the paper type, texture and weight from Printing Preferences or from the Print dialog. b Resend the print job. Is the print still too dark?	Go to step 4.	The problem is solved.
Step 4 Check if the paper loaded in the tray has texture or rough finishes. Are you printing on textured or rough paper?	From the scanner control panel, change the texture settings in the Paper Texture menu to match the paper you are printing on.	Go to step 5.
Step 5 a Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it. b Resend the print job. Is the print still too dark?	Go to step 6.	The problem is solved.
Step 6 Replace the imaging unit, and then resend the print job. Is the print still too dark?	Contact customer support .	The problem is solved.

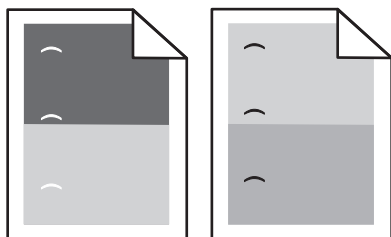
Print is too light



Action	Yes	No
Step 1 a From the Quality menu on the scanner control panel, increase the toner darkness. Note: 8 is the factory default setting. b Resend the print job. Is the print still too light?	Go to step 2.	The problem is solved.
Step 2 From the scanner control panel, set the paper type, texture, and weight in the Paper menu to match the paper loaded in the tray. Is the tray set to the type, texture, and weight of the paper loaded?	Go to step 3.	Change the paper type, texture, and weight to match the paper loaded in the tray.
Step 3 a Depending on your operating system, specify the paper type, texture, and weight from Printing Preferences or from the Print dialog. b Resend the print job. Is the print still too light?	Go to step 4.	The problem is solved.
Step 4 Make sure that the paper has no texture or rough finishes. Are you printing on textured or rough paper?	From the scanner control panel, change the texture settings in the Paper Texture menu to match the paper you are printing on.	Go to step 5.
Step 5 a Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it. b Resend the print job. Is the print still too light?	Go to step 6.	The problem is solved.

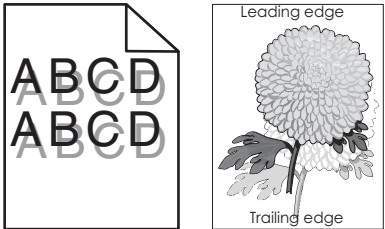
Action	Yes	No
Step 6 a Redistribute the toner in the imaging unit. 1 Remove the toner cartridge, and then the imaging unit. 2 Firmly shake the imaging unit. Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. 3 Install the imaging unit, and then the cartridge. b Resend the print job. Is the print still too light?	Go to step 7.	The problem is solved.
Step 7 Replace the imaging unit, and then resend the print job. Is the print still too light?	Contact customer support .	The problem is solved.

Repeating defects appear on prints



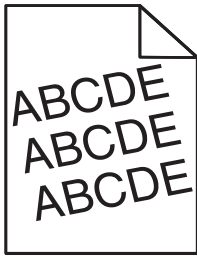
Action	Yes	No
Step 1 a Replace the imaging unit if the distance between the defects is equal to any of the following: <ul style="list-style-type: none"> • 47.8 mm (1.88 in.) • 96.8 mm (3.81 in.) • 28.5 mm (1.12 in.) b Resend the print job. Do repeating defects still appear on prints?	Go to step 2.	The problem is solved.
Step 2 a Replace the fuser if the distance between the defects is equal to either of the following: <ul style="list-style-type: none"> • 94.25 mm (3.71 in.) • 95.2 mm (3.75 in.) b Resend the print job. Do repeating defects still appear on prints?	Contact customer support .	The problem is solved.

Shadow images appear on prints



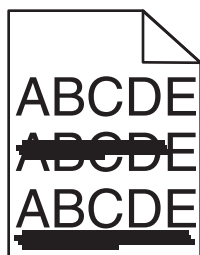
Action	Yes	No
Step 1 Load paper with the correct paper type and weight in the tray. Is paper with the correct paper type and weight loaded in the tray?	Go to step 2.	Load paper with the correct paper type and weight in the tray.
Step 2 From the scanner control panel, set the paper type and weight in the Paper menu to match the paper loaded in the tray. Is the tray set to the type and weight of the paper loaded?	Go to step 3.	Change the paper loaded in the tray to match the paper type and weight specified in the tray settings.
Step 3 a Depending on your operating system, specify the paper type and weight from Printing Preferences or from the Print dialog. b Resend the print job. Do shadow images still appear on prints?	Go to step 4.	The problem is solved.
Step 4 Replace the imaging unit, and then resend the print job. Do shadow images still appear on prints?	Contact customer support .	The problem is solved.

Skewed print



Action	Yes	No
Step 1 a Move the width and length guides in the tray to the correct positions for the size of the paper loaded. b Resend the print job. Is the print still skewed?	Go to step 2.	The problem is solved.
Step 2 a Check if you are printing on a paper that is supported by the tray. b Resend the print job. Is the print still skewed?	Contact customer support .	The problem is solved.

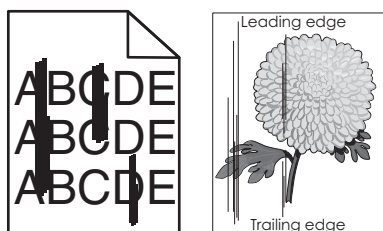
Streaked horizontal lines appear on prints



Action	Yes	No
Step 1 a Depending on your operating system, specify the tray from Printing Preferences or the Print dialog. b Resend the print job. Do streaked horizontal lines appear on prints?	Go to step 2.	The problem is solved.
Step 2 From the scanner control panel, set the paper type and weight in the Paper menu to match the paper loaded in the tray. Do the paper type and weight match the type and weight of the paper in the tray?	Go to step 3.	Change the paper type and weight to match the paper loaded in the tray.
Step 3 a Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it. b Resend the print job. Do streaked horizontal lines appear on prints?	Go to step 4.	The problem is solved.

Action	Yes	No
Step 4 a Reinstall the imaging unit. 1 Remove the toner cartridge, and then the imaging unit. Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. 2 Install the imaging unit, and then the cartridge. b Resend the print job. Do streaked horizontal lines appear on prints?	Go to step 5.	The problem is solved.
Step 5 Replace the imaging unit, and then resend the print job. Do streaked horizontal lines appear on prints?	Contact customer support .	The problem is solved.

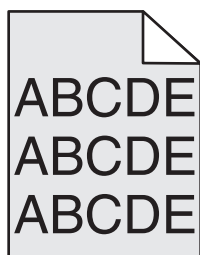
Streaked vertical lines appear on prints



Action	Yes	No
Step 1 a Depending on your operating system, specify the paper type, texture, and weight from Printing Preferences or from the Print dialog. b Resend the print job. Do streaked vertical lines appear on prints?	Go to step 2.	The problem is solved.
Step 2 From the scanner control panel, set the paper texture, type, and weight in the Paper menu to match the paper loaded in the tray. Do the paper texture, type, and weight match the paper in the tray?	Go to step 3.	Do one or more of the following: <ul style="list-style-type: none"> Specify the paper texture, type, and weight from the tray settings to match the paper loaded in the tray. Change the paper loaded in the tray to match the paper texture, type, and weight specified in the tray settings.

Action	Yes	No
Step 3 a Load paper from a fresh package. Note: Paper absorbs moisture due to high humidity. Store paper in its original wrapper until you use it. b Resend the print job. Do streaked vertical lines appear on prints?	Go to step 4.	The problem is solved.
Step 4 a Reinstall the imaging unit. 1 Remove the toner cartridge, and then the imaging unit. Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. 2 Install the imaging unit, and then the cartridge. b Resend the print job. Do streaked vertical lines appear on prints?	Go to step 5.	The problem is solved.
Step 5 Replace the imaging unit, and then resend the print job. Do streaked vertical lines appear on prints?	Contact customer support at http://support.lexmark.com or your service representative.	The problem is solved.

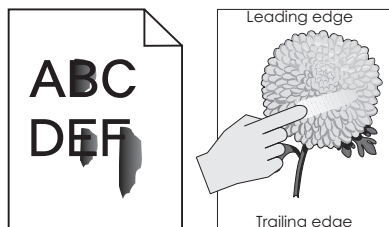
Toner fog or background shading appears on prints



Action	Yes	No
Step 1 a Reinstall the imaging unit. 1 Remove the toner cartridge, and then the imaging unit. Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems. 2 Install the imaging unit, and then the cartridge. b Resend the print job. Did the toner fog or background shading disappear from the prints?	The problem is solved.	Go to step 2.

Action	Yes	No
Step 2 Replace the imaging unit, and then resend the print job. Did the toner fog or background shading disappear from the prints?	The problem is solved.	Contact customer support .

Toner rubs off



Action	Yes	No
Step 1 From the Paper menu on the scanner control panel, check the paper type and weight. Do the paper type and weight match the paper loaded in the tray?	Go to step 2.	Specify the paper type and weight from the tray settings to match the paper loaded in the tray.
Step 2 Check if you are printing on paper that is heavy or has texture or rough finishes. Are you printing on textured or rough paper?	From the Paper menu on the scanner control panel, set the paper texture.	Contact customer support .

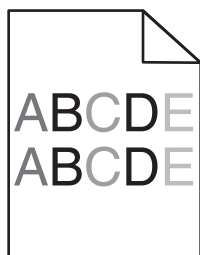
Toner specks appear on prints

Action	Yes	No
Replace the imaging unit, and then resend the print job. Do toner specks appear on prints?	Contact customer support .	The problem is solved.

Transparency print quality is poor

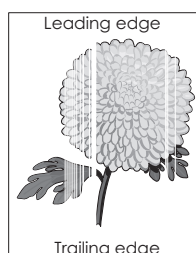
Action	Yes	No
Step 1 From the scanner control panel, set the paper type in the Paper menu to match the paper loaded in the tray. Is the paper type for the tray set to Transparency?	Go to step 2.	Set the paper type to Transparency.
Step 2 a Check if you are using a recommended type of transparency. b Resend the print job. Is the print quality still poor?	Contact customer support .	The problem is solved.

Uneven print density



Action	Yes	No
Replace the imaging unit, and then resend the print job. Is the print density uneven?	Contact customer support .	The problem is solved.

Vertical voids appear on prints



Action	Yes	No
Step 1 a Make sure your software program is using a correct fill pattern. b Resend the print job. Do vertical voids appear on prints?	Go to step 2.	The problem is solved.

Action	Yes	No
Step 2 a From the scanner control panel, set the paper type and weight in the Paper menu to match the paper loaded in the tray. b Resend the print job. Do vertical voids appear on prints?	Go to step 3.	The problem is solved.
Step 3 Check if you are using a recommended type of paper. a Load the specified tray or feeder with a recommended type of paper. b Resend the print job. Do vertical voids appear on prints?	Go to step 4.	The problem is solved.
Step 4 a Redistribute the toner in the imaging unit. <ol style="list-style-type: none"> 1 Remove the toner cartridge, and then the imaging unit. 2 Firmly shake the imaging unit. <p>Warning—Potential Damage: Do not expose the imaging unit to direct light for more than 10 minutes. Extended exposure to light may cause print quality problems.</p> <ol style="list-style-type: none"> 3 Reinstall the imaging unit, and then the cartridge. b Resend the print job. Do vertical voids appear on prints?	Go to step 5.	The problem is solved.
Step 5 Replace the imaging unit, and then resend the print job. Do vertical voids appear on prints?	Contact customer support .	The problem is solved.

Solving copy problems

Copier does not respond

Action	Yes	No
Step 1 Check if an error or status message appears on the scanner display. Does an error or status message appear?	Clear the error or status message.	Go to step 2.
Step 2 Check if the power cord is plugged into the scanner and to a properly grounded electrical outlet. Is the power cord plugged into the scanner and to a properly grounded electrical outlet?	Go to step 3.	Connect the power cord to the scanner and to a properly grounded electrical outlet.
Step 3 Check if the power cord is plugged into the printer and to a properly grounded electrical outlet. Is the power cord plugged into the printer and to a properly grounded electrical outlet?	Go to step 4.	Connect the power cord to the printer and to a properly grounded electrical outlet.
Step 4 Turn off the printer and the scanner, wait for about 10 seconds, and then turn them back on. Did Performing Self Test and Ready appear?	The problem is solved.	Contact customer support .

Partial document or photo copies

Action	Yes	No
Step 1 Check the placement of the document or photo. Make sure the document or photo is loaded facedown on the scanner glass in the lower left corner. Is the document or photo loaded correctly?	Go to step 2.	Place the document or photo facedown on the scanner glass in the lower left corner.
Step 2 Check if the paper size setting matches the size of the paper loaded in the tray. From the Paper menu on the scanner control panel, check the Paper Size setting. Does the paper size setting match the size of the paper loaded in the tray.	Go to step 3.	Change the paper size setting to match the paper loaded in the tray, or load the tray with paper that matches the paper size setting.

Action	Yes	No
Step 3 a Specify the paper size. Depending on your operating system, specify the paper size in Printing Preferences or the Print dialog. b Resend the copy job. Do copies print properly?	The problem is solved.	Contact customer support .

Poor copy quality

Action	Yes	No
Step 1 Check if an error or status message appears on the display. Does an error or status message appear?	Clear the error or status message.	Go to step 2.
Step 2 Check the quality of the original document. Is the quality of the original document satisfactory?	Go to step 3.	Increase the scan resolution setting for a higher-quality output.
Step 3 If dark marks appear on prints, then clean the scanner glass and the ADF glass using a clean, lint-free cloth dampened with water. Is the scanner glass clean?	Go to step 4.	See “Cleaning the scanner glass” on page 240 .
Step 4 Send a print job, and then check for print quality problems. a From the General Settings menu, adjust the Eco-Mode settings. b From the Copy menu, adjust the toner darkness. c If the print remains faded, then replace the toner cartridge. Is the print quality satisfactory?	Go to step 5.	See “Print quality problems” on page 323 .
Step 5 Check the placement of the document or photo. Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner. Is the document or photo loaded correctly?	Go to step 6.	Place the document or photo facedown on the scanner glass in the upper left corner.
Step 6 Increase the scan resolution setting for a higher-quality output. Did the increased resolution produce a higher-quality output?	The problem is solved.	Go to step 7.

Action	Yes	No
Step 7 Check the copy settings. From the Copy screen, check if the Content Type and Content Source settings are correct for the document being scanned. Are the Content Type and Content Source settings correct for the document being scanned?	Go to step 8.	Change the Content Type and Content Source settings to match the document being scanned.
Step 8 Check for patterns on print. a From the Copy screen, navigate to: Advanced Options > Advanced Imaging > Sharpness > select a lower setting b On the Copy screen, make sure no scaling is being selected. Do patterns appear on prints?	Go to step 9.	The problem is solved.
Step 9 Check for missing or faded text on prints. a From the Copy screen, navigate to: Advanced Options > Advanced Imaging b Adjust the settings: <ul style="list-style-type: none"> • Improve sharpness—Increase the sharpness setting. • Remove background—Reduce the current background removal setting. • Increase contrast—Increase the current setting. • Decrease shadow—Reduce the current setting. Do prints have missing or faded text?	Go to step 10.	The problem is solved.
Step 10 Check for washed-out or overexposed output. a From the Copy screen, navigate to: Advanced Options > Advanced Imaging b Adjust the settings of the following: <ul style="list-style-type: none"> • Background removal—Reduce the current setting. • Shadow detail—Reduce the current background removal setting. c Resend the copy job. Do pages show washed-out or overexposed prints?	Contact customer support .	The problem is solved.

Scanner unit does not close

Action	Yes	No
<p>Check if there are no obstructions between the scanner unit and the printer.</p> <ul style="list-style-type: none">a Lift the scanner unit.b Remove any obstruction that keeps the scanner unit open.c Lower the scanner unit. <p>Did the scanner unit close properly?</p>	The problem is solved.	Contact customer support .

Solving fax problems

- “Caller ID is not shown” on page 346
- “Cannot send or receive a fax” on page 347
- “Can receive but not send faxes” on page 349
- “Can send but cannot receive faxes” on page 350
- “Fax and e-mail functions are not set up” on page 350
- “Received fax has poor print quality” on page 351

Caller ID is not shown

Action	Yes	No
<p>Contact your telephone company to check if your telephone line is subscribed to the caller ID service.</p> <p>Notes:</p> <ul style="list-style-type: none">• If your region supports multiple caller ID patterns, then you may have to change the default setting. There are two settings available: FSK (pattern 1) and DTMF (pattern 2).• The availability of these settings in the Fax menu depends on whether your country or region supports multiple caller ID patterns.• Contact your telephone company to determine which pattern or switch setting to use. <p>Does the caller ID appear?</p>	The problem is solved.	Contact customer support .

Cannot send or receive a fax

Action	Yes	No
Step 1 Check if an error or status message appears on the display. Is there an error or status message on the display?	Clear the error or status message.	Go to step 2.
Step 2 Check if the power cord is plugged into the printer and a properly grounded electrical outlet. Is the power cord plugged into the printer and a properly grounded electrical outlet?	Go to step 3.	Connect the power cord to the printer and a properly grounded electrical outlet.
Step 3 Check the power. Check if the printer is plugged in and turned on, and if Ready appears on the display. Is the printer turned on, and does Ready appear on the display?	Go to step 4.	Turn on the printer, and then wait until Ready appears on the display.
Step 4 Check the printer connections. If applicable, check if the cable connections for the following equipment are secure: <ul style="list-style-type: none"> • Telephone • Handset • Answering machine Are the cable connections secure?	Go to step 5.	Securely connect the cables.
Step 5 a Check the telephone wall jack. <ol style="list-style-type: none"> 1 Plug the telephone cable into the wall jack. 2 Listen for a dial tone. 3 If you do not hear a dial tone, then plug a different telephone cable into the wall jack. 4 If you still do not hear a dial tone, then plug the telephone cable into a different wall jack. 5 If you hear a dial tone, then connect the printer to that wall jack. b Try sending or receiving a fax. Can you send or receive a fax?	The problem is solved.	Go to step 6.

Action	Yes	No
<p>Step 6</p> <p>Check if the printer is connected to an analog phone service or the correct digital connector.</p> <p>The fax modem is an analog device. Certain devices can be connected to the printer so that digital telephone services can be used.</p> <ul style="list-style-type: none"> • If you are using an ISDN telephone service, then connect the printer to an analog telephone port (an R-interface port) on an ISDN terminal adapter. For more information and to request an R-interface port, contact your ISDN provider. • If you are using DSL, then connect to a DSL filter or router that will support analog use. For more information, contact your DSL provider. • If you are using a PBX telephone service, then make sure you are connecting to an analog connection on the PBX. If none exists, then consider installing an analog telephone line for the fax machine. <p>Is the printer connected to an analog phone service or the correct digital connector?</p>	Go to step 7.	Connect the printer to an analog phone service or the correct digital connector.
<p>Step 7</p> <p>Check for a dial tone.</p> <p>Did you hear a dial tone?</p>	Go to step 8.	<ul style="list-style-type: none"> • Try calling the fax number to make sure that it is working properly. • If the telephone line is being used by another device, then wait until the other device is finished before sending a fax. • If you are using the On Hook Dial feature, then turn up the volume to check if you hear a dial tone.
<p>Step 8</p> <p>Temporarily disconnect other equipment (such as answering machines, computers with modems, or telephone line splitters) between the printer and the telephone line, and then try sending or receiving a fax.</p> <p>Can you send or receive a fax?</p>	The problem is solved.	Go to step 9.
<p>Step 9</p> <p>a Temporarily disable call waiting. Contact your telephone company to obtain the keypad sequence for temporarily disabling call waiting.</p> <p>b Try sending or receiving a fax.</p> <p>Can you send or receive a fax?</p>	The problem is solved.	Go to step 10.

Action	Yes	No
Step 10 a Temporarily disable voice mail service. For more information, contact your telephone company. Note: If you want to use both voice mail and the printer, then consider adding a second telephone line for the printer. b Try sending or receiving a fax. Can you send or receive a fax?	The problem is solved.	Go to step 11.
Step 11 Scan the original document one page at a time. a Dial the fax number. b Scan the document one page at a time. Can you send or receive a fax?	The problem is solved.	Contact customer support .

Can receive but not send faxes

Action	Yes	No
Step 1 Check if the printer is in Fax mode. From the home screen, touch Fax to put the printer in Fax mode, and then send the fax. Note: The Multi Send application does not support the XPS output type. To use XPS, use the regular faxing method. Can you send faxes?	The problem is solved.	Go to step 2.
Step 2 a Load the original document properly. Load the original document facedown, long edge first into the ADF tray or facedown on the scanner glass in the lower left corner. Note: Do not load postcards, photos, small items, transparencies, photo paper, or thin media (such as magazine clippings) into the ADF tray. Place these items on the scanner glass. b Send the fax again. Can you send faxes?	The problem is solved.	Go to step 3.
Step 3 Set up the shortcut number properly, and then resend the fax. <ul style="list-style-type: none"> Check if the shortcut number has been set for the telephone number that you want to dial. Dial the telephone number manually. Can you send faxes?	The problem is solved.	Contact customer support .



Can send but cannot receive faxes

Action	Yes	No
Step 1 Check the tray or feeder. If empty, then load paper in the tray or feeder. Can you receive faxes?	The problem is solved.	Go to step 2.
Step 2 Check the ring count delay settings. a Open a Web browser, and then type the scanner IP address in the address field. Notes: <ul style="list-style-type: none"> • View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123. • If you are using a proxy server, then temporarily disable it to load the Web page correctly. b Click Settings > Fax Settings > Analog Fax Setup . c In the “Rings to Answer” field, enter the number of times you want the phone to ring before the printer answers. d Click Submit . Can you receive faxes?	The problem is solved.	Go to step 3.
Step 3 Replace the toner cartridge. For more information, see the instruction sheet that came with the supply. Can you receive faxes?	The problem is solved.	Contact customer support .

Fax and e-mail functions are not set up

Notes:

- Before you troubleshoot, check if the fax cables are connected.
- The indicator light is blinking red until you set up fax and e-mail.

Action	Yes	No
<p>a From the scanner home screen, navigate to:</p> <p> > Settings > General Settings > Run initial setup > Yes > Submit</p> <p>b Turn off the printer and the scanner, and then turn them back on. The “Select your language” screen appears on the scanner display.</p> <p>c Select a language, and then touch .</p> <p>d Select a country or region, and then touch Next.</p> <p>e Select a time zone, and then touch Next.</p> <p>f Select Fax and E-mail, and then touch Next.</p> <p>Are the fax and e-mail functions set up?</p>	The problem is solved.	Contact customer support .

Received fax has poor print quality

Action	Yes	No
<p>Step 1</p> <p>Ask the person who sent you the fax to:</p> <p>a Check if the quality of the original document is satisfactory.</p> <p>b Increase the fax scan resolution, if possible.</p> <p>c Resend the fax.</p> <p>Is the fax print quality satisfactory?</p>	The problem is solved.	Go to step 2.

Action	Yes	No
<p>Step 2</p> <p>Decrease the incoming fax transmission speed.</p> <p>a Open a Web browser, and then type the scanner IP address in the address field.</p> <p>Notes:</p> <ul style="list-style-type: none"> • View the scanner IP address on the scanner home screen. The IP address appears as four sets of numbers separated by periods, such as 123.123.123.123. • If you are using a proxy server, then temporarily disable it to load the Web page correctly. • Print a network setup page or menu settings page, and then locate the IP address in the TCP/IP section. <p>b Click Settings > Fax Settings > Analog Fax Setup.</p> <p>c In the Max Speed menu, click one of the following:</p> <ul style="list-style-type: none"> • 2400 • 4800 • 9600 • 14400 • 33600 <p>d Click Submit, and then resend the fax.</p> <p>Is the fax print quality satisfactory?</p>	The problem is solved.	Go to step 3.
<p>Step 3</p> <p>Replace the toner cartridge.</p> <p>When Cartridge low [88.xy] appears, replace the cartridge, and then resend the fax.</p> <p>Is the fax print quality satisfactory?</p>	The problem is solved.	Contact customer support .

Solving scanner problems

- “Cannot scan from a computer” on page 353
- “Partial document or photo scans” on page 353
- “Poor scanned image quality” on page 354
- “Scan job was not successful” on page 355
- “Scanner unit does not close” on page 356
- “Scanning takes too long or freezes the computer” on page 356
- “The scanner does not respond” on page 356

Cannot scan from a computer

Action	Yes	No
Step 1 Make sure the scanner is turned on and that Ready appears on the scanner display before scanning a job. Does Ready appear before scanning the job?	Go to step 4.	Go to step 2.
Step 2 Turn off the scanner, then wait for about 10 seconds, and then turn it back on. Does Ready appear before scanning the job?	Go to step 4.	Go to step 3.
Step 3 a If an error message appears on the scanner display, then clear the message. b Resend the scan job. Are you able to scan from a computer?	The problem is solved.	Go to step 4.
Step 4 a Check the cable connections between the scanner and the print server to make sure they are secure. For more information, see the setup documentation that came with the scanner. b Resend the scan job. Are you able to scan from a computer?	The problem is solved.	Contact customer support .

Partial document or photo scans

Action	Yes	No
a Check the placement of the document or photo. Make sure the document or photo is loaded facedown on the scanner glass in the lower left corner. b Scan the document or photo again. Is the document or photo scanned correctly?	The problem is solved.	Contact customer support .

Poor scanned image quality

Action	Yes	No
Step 1 Check if an error message appears on the scanner display. Is there an error message on the scanner display?	Clear the error message.	Go to step 2.
Step 2 Check the quality of the original document. Is the quality of the original document satisfactory?	Go to step 3.	Increase the scan resolution settings for a higher-quality output.
Step 3 Clean the scanner glass and the ADF glass using a clean, lint-free cloth dampened with water. Is the scanner glass clean?	Go to step 4.	See “Cleaning the scanner glass” on page 240.
Step 4 Check the placement of the document or photo. Make sure the document or photo is loaded facedown on the scanner glass in the upper left corner. Is the document or photo loaded correctly?	Go to step 5.	Place the document or photo facedown on the scanner glass in the upper left corner.
Step 5 Send a print job, and then check for print quality problems. <ul style="list-style-type: none"> • From the General Settings menu, adjust the Eco-Mode settings. • From the Copy menu, adjust the toner darkness. • When the print becomes faded, replace the toner cartridge. Is the print quality satisfactory?	Go to step 6.	See “Print quality problems” on page 323.
Step 6 Increase the scan resolution settings for a higher-quality output. Did the increased resolution produce a higher-quality output?	The problem is solved.	Go to step 7.
Step 7 Check the scan settings. From the Scan screen, make sure the Content Type and Content Source settings are correct for the document being scanned. Are the Content Type and Content Source settings correct for the document being scanned?	Contact customer support .	Change the Content Type and Content Source settings to match the document being scanned.

Scan job was not successful

Action	Yes	No
Step 1 Check the cable connections. Make sure the Ethernet or USB cable is securely connected to the computer and the printer. Are the cables securely connected?	Go to step 2.	Connect the cables properly.
Step 2 Check if the file name is already in use. Is the file name already in use?	Change the file name.	Go to step 3.
Step 3 Check if the document or photo you want to scan is open in another application or being used by another user. Is the file you want to scan open in another application or being used by another user?	Close the file you are scanning.	Go to step 4.
Step 4 Check if either the Append time stamp or the Overwrite existing file check box is selected in the destination configuration settings. Is the Append time stamp or Overwrite existing file check box selected in the destination configuration settings?	Go to step 5.	Select the Append time stamp or Overwrite existing file check box in the destination configuration settings.
Step 5 From the Flash Drive menu, reduce the scan resolution settings, and then resend the scan job. Does the job scan?	The problem is solved.	Go to step 6.
Step 6 Check the scan settings. From the Scan screen, make sure the Content Type and Content Source settings are correct for the document being scanned. Are the Content Type and Content Source settings correct for the document being scanned?	The problem is solved.	Change the Content Type and Content Source settings to match the document being scanned.

Scanner unit does not close

Action	Yes	No
<p>Check if there are obstructions in the scanner unit.</p> <ul style="list-style-type: none"> a Lift the scanner unit. b Remove any obstruction keeping the scanner unit open. c Lower the scanner unit. <p>Did the scanner unit close correctly?</p>	The problem is solved.	Contact customer support .

Scanning takes too long or freezes the computer

Action	Yes	No
<p>Step 1</p> <p>Check if other applications are interfering with the scan. Close all applications that are not being used.</p> <p>Does scanning still take too long or freeze the computer?</p>	Go to step 2.	The problem is solved.
<p>Step 2</p> <p>Select a lower scan resolution.</p> <p>Does scanning still take too long or freeze the computer?</p>	Contact customer support .	The problem is solved.

The scanner does not respond

Action	Yes	No
<p>Step 1</p> <p>Check if the scanner is turned on.</p> <p>Is the scanner turned on?</p>	Go to step 2.	Turn on the scanner.
<p>Step 2</p> <p>Check if the Ethernet cable is securely attached to the scanner and the computer, print server, option, or other network device.</p> <p>Is the Ethernet cable securely attached to the scanner and the computer, print server, option, or other network device?</p>	Go to step 3.	Connect the Ethernet cable securely to the scanner and the computer, print server, option, or other network device.
<p>Step 3</p> <p>Check if the power cord is plugged into the scanner and to a properly grounded electrical outlet.</p> <p>Is the power cord plugged into the scanner and to a properly grounded electrical outlet?</p>	Go to step 4.	Connect the power cord to the scanner and to a properly grounded electrical outlet.

Action	Yes	No
Step 4 Check if the electrical outlet is turned off by a switch or breaker. Is the electrical outlet turned off by a switch or breaker?	Turn on the switch or reset the breaker.	Go to step 5.
Step 5 Check if the scanner is plugged into any surge protectors, uninterruptible power supplies, or extension cords. Is the scanner plugged into any surge protectors, uninterruptible power supplies, or extension cords?	Connect the scanner power cord directly to a properly grounded electrical outlet.	Go to step 6.
Step 6 Check the other electrical equipment plugged into the outlet. Are the other electrical equipment working?	Unplug the other electrical equipment, and then turn on the scanner. If the scanner does not work, then reconnect the other electrical equipment, and then go to step 6.	Go to step 7.
Step 7 Turn off the scanner, then wait for about 10 seconds, and then turn it back on. Is the scanner working?	The problem is solved.	Contact customer support .

Solving home screen application problems

An application error has occurred

Action	Yes	No
Step 1 Check the system log for relevant details. a Open a Web browser, and then type the scanner IP address in the address field. If you do not know the IP address of the scanner, then you can: <ul style="list-style-type: none"> • View the IP address on the scanner home screen. • Print a network setup page or the menu settings pages, and then locate the IP address in the TCP/IP section. Note: An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123. b Click Settings > Apps > Apps Management > System tab > Log . c From the Filter menu, select an application status. d From the Application menu, select an application, and then click Submit . Does an error message appear in the log?	Go to step 2.	Contact customer support .
Step 2 Resolve the error. Is the application working now?	The problem is solved.	Contact customer support .

Embedded Web Server does not open

Action	Yes	No
Step 1 Make sure the scanner IP address is correct. View the scanner IP address: <ul style="list-style-type: none"> • From the scanner home screen • From the TCP/IP section in the Network/Ports menu • By printing a network setup page or menu settings page, and then finding the TCP/IP section Note: An IP address appears as four sets of numbers separated by periods, such as 123.123.123.123. Is the scanner IP address correct?	Go to step 2.	Type the correct scanner IP address in the address field of your Web browser. Note: Depending on the network settings, you may need to type " https:// " instead of " http:// " before the scanner IP address to access the Embedded Web Server.

Action	Yes	No
Step 2 Check if the scanner and printer are turned on and if Ready appears on the scanner display. Are the scanner and the printer turned on and does Ready appear on the scanner display?	Go to step 3.	Turn on the printer, and then the scanner.
Step 3 Check if the network connection is working. Is the network connection working?	Go to step 4.	Contact your system support person.
Step 4 Make sure the cable connections to the scanner and print server are secure. For more information, see the setup documentation that came with the scanner. Are the cable connections to the scanner and print server secure?	Go to step 5.	Tighten the cable connection.
Step 5 Temporarily disable the Web proxy servers. Note: Proxy servers may block or restrict you from accessing certain Web sites including the Embedded Web Server. Are the Web proxy servers disabled?	Go to step 6.	Contact your system support person.
Step 6 Access the Embedded Web Server again by typing the correct IP address in the address field. Did the Embedded Web Server open?	The problem is solved.	Contact customer support .

Contacting customer support

When you contact customer support, describe the problem you are experiencing, the printer control panel light sequence, and the troubleshooting steps you have already taken to find a solution.

You need to know your printer model type and serial number. For more information, see the label on the inside top front cover of the printer. The serial number is also listed on the menu settings page.

Lexmark has various ways to help you solve your printing problem. Visit the Lexmark Web site at <http://support.lexmark.com>, and then select one of the following:

Tech Library	You can browse our library of manuals, support documentation, drivers, and other downloads to help you solve common problems.
E-mail	You can send an e-mail to the Lexmark team, describing your problem. A service representative will respond and provide you with information to solve your problem.

Live chat	You can chat directly with a service representative. They can work with you to solve your printer problem or provide assistance through Assisted Service where the service representative can remotely connect to your computer through the Internet to troubleshoot problems, install updates, or complete other tasks to help you successfully use your Lexmark product.
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Telephone support is also available. In the U.S. or Canada, call 1-800-539-6275. For other countries or regions, visit the Lexmark Web site at <http://support.lexmark.com>.

Notices

Product information

Product name:

Lexmark MX6500e

Machine type:

4036

Model(s):

310

Edition notice

February 2014

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Federal Communications Commission (FCC) compliance information statement

This product has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) this device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

The FCC Class A limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference, in which case the user will be required to correct the interference at his own expense.

The manufacturer is not responsible for any radio or television interference caused by using other than recommended cables or by unauthorized changes or modifications to this equipment. Unauthorized changes or modifications could void the user's authority to operate this equipment.

Note: To assure compliance with FCC regulations on electromagnetic interference for a Class A computing device, use a properly shielded and grounded cable such as Lexmark part number 1021231 for parallel attach or 1021294 for USB attach. Use of a substitute cable not properly shielded and grounded may result in a violation of FCC regulations.

Modular component notice

This product may contain the following modular component(s):

Lexmark Regulatory Type/Model LEX-M01-005; FCC ID: IYLLEXM01005; IC:2376A-M01005

Lexmark Regulatory Type/Model LEX-M05-001; FCC ID: IYLLEXM05001; Industry Canada IC: 2376A-M05001

Lexmark Regulatory Type/Model LEX-M05-002; FCC ID: IYLLEXM05002; Industry Canada IC: 2376A-M05002

Licensing notices

All licensing notices associated with this product can be viewed from the CD:\LEGAL directory of the installation software CD.

Noise emission levels

The following measurements were made in accordance with ISO 7779 and reported in conformance with ISO 9296.

Note: Some modes may not apply to your product.

1-meter average sound pressure, dBA	
Printing	One-sided: 57 dBA (MS710, MS711), 57 dBA (MS810n, MS810dn), 58 dBA (MS811n, MS811dn), 58 dBA (MS812dn); Two-sided: 56 dBA (MS710,)

1-meter average sound pressure, dBA	
	MS711), 56 dBA (MS810n, MS810dn), 57 dBA (MS811n, MS811dn), 58 dBA (MS812dn)
Scanning	45 dBA (mono), 44 dBA (color)
Copying	55 dBA
Ready	36 dBA

Values are subject to change. See www.lexmark.com for current values.

Waste from Electrical and Electronic Equipment (WEEE) directive



The WEEE logo signifies specific recycling programs and procedures for electronic products in countries of the European Union. We encourage the recycling of our products. If you have further questions about recycling options, visit the Lexmark Web site at www.lexmark.com for your local sales office phone number.

Static sensitivity notice



This symbol identifies static-sensitive parts. Do not touch in the areas near these symbols without first touching the metal frame of the printer.

Temperature information

Ambient operating temperature	16 to 32°C (60 to 90°F)
Shipping temperature	-40 to 43.3°C (-40 to 110°F)
Storage temperature and relative humidity	1 to 35°C (34 to 95°F) 8 to 80% RH

Laser notice

The printer is certified in the U.S. to conform to the requirements of DHHS 21 CFR Chapter I, Subchapter J for Class I (1) laser products, and elsewhere is certified as a Class I laser product conforming to the requirements of IEC 60825-1.

Class I laser products are not considered to be hazardous. The printer contains internally a Class IIIb (3b) laser that is nominally a 10 milliwatt gallium arsenide laser operating in the wavelength of 787-800 nanometers. The laser system and printer are designed so there is never any human access to laser radiation above a Class I level during normal operation, user maintenance, or prescribed service condition.

Laser advisory label

A laser notice label may be affixed to this printer as shown:

DANGER - Invisible laser radiation when cartridges are removed and interlock defeated. Avoid exposure to laser beam.		
PERIGO - Radiação a laser invisível será liberada se os cartuchos forem removidos e o lacre rompido. Evite a exposição aos feixes de laser.		
Opasnost - Nevidljivo lasersko zračenje kada su kasete uklonjene i poništena sigurnosna veza. Izbjegavati izlaganje zracima.		
NEBEZPEČÍ - Když jsou vyjmuty kazety a je odblokována pojistka, ze zařízení je vysíláno neviditelné laserové záření. Nevystavujte se působení laserového paprsku.		
FARE - Usynlig laserstråling, når patroner fjernes, og spærreanordningen er slået fra. Undgå at blive udsat for laserstrålen.		
GEVAAR - Onzichtbare laserstraling wanneer cartridges worden verwijderd en een vergrendeling wordt genegeerd. Voorkom blootstelling aan de laser.		
DANGER - Rayonnements laser invisibles lors du retrait des cartouches et du déverrouillage des loquets. Eviter toute exposition au rayon laser.		
VAARA - Näkymättömät lasersäteilyä on varottava, kun värikasetit on poistettu ja lukitus on auki. Vältä lasersäteelle altistumista.		
GEFAHR - Unsichtbare Laserstrahlung beim Herausnehmen von Druckkassetten und offener Sicherheitssperre. Laserstrahl meiden.		
ΚΙΝΔΥΝΟΣ - Εκλυση αόρατης ακτινοβολίας laser κατά την αφαίρεση των κασετών και την απασφάλιση της μανδάλωσης. Αποφεύγετε την έκθεση στην ακτινοβολία laser.		
VESZÉLY - Nem látható lézersugárzás fordulhat elő a patronok eltávolításakor és a zárószervezet felbontásakor. Kerülje a lézersugárnak való kitettséget.		
PERICOLO - Emissione di radiazioni laser invisibili durante la rimozione delle cartucce e del blocco. Evitare l'esposizione al raggio laser.		
FARE - Usynlig laserstråling når kassetene tas ut og sperren er satt ut av spill. Unngå eksponering for laserstrålen.		
NIEBEZPIECZEŃSTWO - niewidzialne promieniowanie laserowe podczas usuwania kaset i blokady. Należy unikać naświetlenia promieniem lasera.		
ОПАСНО! Невидимое лазерное излучение при извлеченных картриджах и снятии блокировки. Избегайте воздействия лазерных лучей.		
Pozor - Nebezpečnost neviditeľného laserového žiarenia pri odobratých kazetách a odblokovanej poistke. Nevystavujte sa lúčom.		
PELIGRO: Se producen radiaciones láser invisibles al extraer los cartuchos con el interbloqueo desactivado. Evite la exposición al haz de láser.		
FARA - Osynlig laserstrålning när patroner tas ur och spärrmekanismen är upphävd. Undvik exponering för laserstrålen.		
危険 - 当移除碳粉盒及互锁失效时会产生看不见的激光辐射, 请避免暴露在激光光束下。		
危険 - 移除碳粉匣與安全連續開關失效時會產生看不見的雷射輻射。請避免暴露在雷射光束下。		
危険 - カートリッジが取り外され、内部ロックが無効になると、見えないレーザー光が放射されます。このレーザー光に当たらないようにしてください。		

Power consumption

Product power consumption

The following table documents the power consumption characteristics of the product.

Note: Some modes may not apply to your product.

Mode	Description	Power consumption (Watts)
Printing	The product is generating hard-copy output from electronic inputs.	One-sided: 700 W (MS710, MS711), 700 W (MS810n, MS810dn), 770 W (MS811n, MS811dn), 830 W (MS812dn); Two-sided: 500 W (MS710, MS711), 500 W (MS810n, MS810dn), 560 W (MS811n, MS811dn), 630 W (MS812dn)

Mode	Description	Power consumption (Watts)
Copy	The product is generating hard-copy output from hard-copy original documents.	NA
Scan	The product is scanning hard-copy documents.	70 W
Ready	The product is waiting for a print job.	40 W
Sleep Mode	The product is in a high-level energy-saving mode.	25 W
Off	The product is plugged into a wall outlet, but the power switch is turned off.	0.01 W

The power consumption levels listed in the previous table represent time-averaged measurements. Instantaneous power draws may be substantially higher than the average.

Values are subject to change. See www.lexmark.com for current values.

Sleep Mode

This product is designed with an energy-saving mode called *Sleep Mode*. The Sleep Mode saves energy by lowering power consumption during extended periods of inactivity. The Sleep Mode is automatically engaged after this product is not used for a specified period of time, called the *Sleep Mode Timeout*.

Factory default Sleep Mode Timeout for this product (in minutes):	20
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By using the configuration menus, the Sleep Mode Timeout can be modified between 1 minute and 120 minutes. Setting the Sleep Mode Timeout to a low value reduces energy consumption, but may increase the response time of the product. Setting the Sleep Mode Timeout to a high value maintains a fast response, but uses more energy.

Off mode

If this product has an off mode which still consumes a small amount of power, then to completely stop product power consumption, disconnect the power supply cord from the wall outlet.

Total energy usage

It is sometimes helpful to calculate the total product energy usage. Since power consumption claims are provided in power units of Watts, the power consumption should be multiplied by the time the product spends in each mode in order to calculate energy usage. The total product energy usage is the sum of each mode's energy usage.

Industry Canada compliance statement

This Class A digital apparatus meets all requirements of the Canadian Interference-Causing Equipment Standard ICES-003.

Avis de conformité aux normes de l'industrie du Canada

Cet appareil numérique de classe A est conforme aux exigences de la norme canadienne relative aux équipements pouvant causer des interférences NMB-003.

European Community (EC) directives conformity

This product is in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 2011/65/EU on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits, and on the restrictions of use of certain hazardous substances in electrical and electronic equipment.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950-1.

Radio interference notice

Warning

This is a product that complies with the emission requirements of EN55022 Class A limits and immunity requirements of EN55024. This product is not intended to be used in residential/domestic environments.

This is a Class A product. In a domestic environment, this product may cause radio interference, in which case the user may be required to take adequate measures.

Regulatory notices for telecommunication terminal equipment

This section contains regulatory information pertaining to products that contain telecommunication terminal equipment such as facsimile.

Notice to users of the US telephone network: FCC requirements

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the Administrative Council for Terminal Attachments (ACTA). On the back of this equipment is a label that contains, among other information, a product identifier in the format US:AAAEQ##TXXXX. If requested, this number must be provided to your telephone company.

This equipment uses the RJ-11C Universal Service Order Code (USOC) jack.

A plug and jack used to connect this equipment to the premises' wiring and telephone network must comply with the applicable FCC Part 68 rules and requirements adopted by the ACTA. A compliant telephone cord and modular plug is provided with this product. It is designed to be connected to a compatible modular jack that is also compliant. See your setup documentation for more information.

The Ringer Equivalence Number (REN) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most but not all areas, the sum of RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact your local telephone company. For products approved after July 23, 2001, the REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (for example, 03 is a REN of 0.3). For earlier products, the REN is shown separately on the label.

If this equipment causes harm to the telephone network, the telephone company will notify you in advance that temporary discontinuance of service may be required. If advance notice is not practical, the telephone company will notify the customer as soon as possible. You will also be advised of your right to file a complaint with the FCC.

The telephone company may make changes in its facilities, equipment, operations or procedures that could affect the operation of this equipment. If this happens, the telephone company will provide advance notice in order for you to make necessary modifications to maintain uninterrupted service.

If you experience trouble with this equipment, for repair or warranty information, contact Lexmark International, Inc. at www.lexmark.com or your Lexmark representative. If the equipment is causing harm to the telephone network, the telephone company may request that you disconnect the equipment until the problem is resolved.

This equipment contains no user serviceable parts. For repair and warranty information, contact Lexmark International, Inc. See the previous paragraph for contact information.

Connection to party line service is subject to state tariffs. Contact the state public utility commission, public service commission, or corporation commission for information.

If your home has specially wired alarm equipment connected to the telephone line, ensure the installation of this equipment does not disable your alarm equipment. If you have questions about what will disable alarm equipment, consult your telephone company or a qualified installer.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrester in the AC outlet to which this device is connected. An appropriate AC surge arrester is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device, including fax machines, to send any message unless said message clearly contains in a margin at the top or bottom of each transmitted page or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message, and the telephone number of the sending machine or such business, other entity, or individual. (The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)

See your user documentation in order to program this information into your fax machine.

Notice to users of the Canadian telephone network

This product meets the applicable Industry Canada technical specifications. The Ringer Equivalence Number (REN) is an indication of the maximum number of terminals allowed to be connected to a telephone interface. The terminus of an interface may consist of any combination of devices, subject only to the requirement that the sum of the RENs of all the devices does not exceed five. The modem REN is located on the rear of the equipment on the product labeling.

Telephone companies report that electrical surges, typically lightning transients, are very destructive to customer terminal equipment connected to AC power sources. This has been identified as a major nationwide problem. It is recommended that the customer install an appropriate AC surge arrester in the AC outlet to which this device is connected. An appropriate AC surge arrester is defined as one that is suitably rated, and certified by UL (Underwriter's Laboratories), another NRTL (Nationally Recognized Testing Laboratory), or a recognized safety certification body in the country/region of use. This is to avoid damage to the equipment caused by local lightning strikes and other electrical surges.

This equipment uses CA11A telephone jacks.

Avis réservé aux utilisateurs du réseau téléphonique du Canada

Ce produit est conforme aux spécifications techniques d'Industrie Canada. Le numéro REN (ringer equivalence number : numéro d'équivalence de sonnerie) fournit une indication du nombre maximum de terminaux pouvant être connectés à l'interface téléphonique. En bout de ligne, le nombre d'appareils qui peuvent être connectés n'est pas directement limité, mais la somme des REN de ces appareils ne doit pas dépasser cinq. Le numéro REN du modem est indiqué sur l'étiquette produit située à l'arrière de l'équipement.

Les compagnies de téléphone constatent que les surtensions électriques, en particulier celles dues à la foudre, entraînent d'importants dégâts sur les terminaux privés connectés à des sources d'alimentation CA. Il s'agit-là d'un problème majeur d'échelle nationale. En conséquence, il vous est recommandé de brancher un parasurtenseur dans la prise de courant à laquelle l'équipement est connecté. Utilisez un parasurtenseur répondant à des caractéristiques nominales satisfaisantes et certifié par le laboratoire d'assureurs UL (Underwriter's Laboratories), un autre laboratoire agréé de type NRTL (Nationally Recognized Testing Laboratory) ou un organisme de certification agréé dans votre région ou pays. Ceci prévient tout endommagement de l'équipement causé par les orages et autres surtensions électriques.

Cet équipement utilise des prises de téléphone CA11A.

Notice to users of the New Zealand telephone network

The following are special conditions for the Facsimile User Instructions. The grant of a telepermit for any item of terminal equipment indicates only that Telecom has accepted that the item complies with minimum conditions for connection to its network. It indicates no endorsement of the product by Telecom, nor does it provide any sort of warranty. Above all, it provides no assurance that any item will work correctly in all respects with another item of telepermitted equipment of a different make or model, nor does it imply that any product is compatible with all of Telecom's network services.

This equipment shall not be set up to make automatic calls to the Telecom's 111 Emergency Service.

This equipment may not provide for the effective hand-over of a call to another device connected to the same line.

This equipment should not be used under any circumstances that may constitute a nuisance to other Telecom customers.

Some parameters required for compliance with Telecom's telepermit requirements are dependent on the equipment associated with this device. The associated equipment shall be set to operate within the following limits for compliance to Telecom's specifications:

- There shall be no more than 10 call attempts to the same number within any 30 minute period for any single manual call initiation, and
- The equipment shall go on-hook for a period of not less than 30 seconds between the end of one attempt and the beginning of the next call attempt.
- The equipment shall be set to ensure that automatic calls to different numbers are spaced such that there is not less than 5 seconds between the end of one call attempt and the beginning of another.

Using this product in Switzerland

This product requires a Swiss billing tone filter (Lexmark part number 80D1877) to be installed on any line which receives metering pulses in Switzerland. The filter must be used, as metering pulses are present on all analog telephone lines in Switzerland.

Utilisation de ce produit en Suisse

Cet appareil nécessite l'utilisation d'un filtre de tonalité de facturation suisse (n° de référence Lexmark : 80D1877) devant être installé sur toute ligne recevant des impulsions de comptage en Suisse. Ce filtre doit être utilisé pour toute installation car ces impulsions existent sur toutes les lignes téléphoniques suisses.

Verwendung dieses Produkts in der Schweiz

Für dieses Produkt muss ein schweizerischer Billing Tone Filter zur Zählzeichenübertragung (Lexmark Teilenummer 80D1877) für jede Leitung installiert werden, über die in der Schweiz Zeitsteuertakte übertragen werden. Die Verwendung des Filters ist obligatorisch, da in allen analogen Telefonleitungen in der Schweiz Zeitsteuertakte vorhanden sind.

Uso del prodotto in Svizzera

Questo prodotto richiede un filtro toni Billing svizzero, (codice Lexmark 80D1877) da installare su tutte le linee che ricevono impulsi remoti in Svizzera. È necessario utilizzare il filtro poiché gli impulsi remoti sono presenti su tutte le linee analogiche in Svizzera.

Notice to Users in the European Union

Products bearing the CE mark are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 2011/65/EU on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits, and on the restrictions of use of certain hazardous substances in electrical and electronic equipment.

Compliance is indicated by the CE marking.



The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY. A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950-1.

Refer to the table at the end of the Notices section for further compliance information.

Regulatory notices for wireless products

This section contains the following regulatory information pertaining to wireless products that contain transmitters, for example, but not limited to, wireless network cards or proximity card readers.

Exposure to radio frequency radiation

The radiated output power of this device is far below the radio frequency exposure limits of the FCC and other regulatory agencies. A minimum separation of 20 cm (8 inches) must be maintained between the antenna and any persons for this device to satisfy the RF exposure requirements of the FCC and other regulatory agencies.

Industry Canada (Canada)

This device complies with Industry Canada specification RSS-210. Operation is subject to the following two conditions: (1) this device may not cause interference, and (2) this device must accept any interference, including interference that may cause undesired operation of the device.

This device has been designed to operate only with the antenna provided. Use of any other antenna is strictly prohibited per regulations of Industry Canada.

To prevent radio interference to the licensed service, this device is intended to be operated indoors and away from windows to provide maximum shielding. Equipment (or its transmit antenna) that is installed outdoors is subject to licensing.

The installer of this radio equipment must ensure that the antenna is located or pointed such that it does not emit RF fields in excess of Health Canada limits for the general population; consult Safety Code 6, obtainable from Health Canada's Web site www.hc-sc.gc.ca/rpb.

The term "IC:" before the certification/registration number only signifies that the Industry Canada technical specifications were met.

Industry Canada (Canada)

Cet appareil est conforme à la norme RSS-210 d'Industry Canada. Son fonctionnement est soumis aux deux conditions suivantes :

(1) cet appareil ne doit pas provoquer d'interférences et (2) il doit accepter toute interférence reçue, y compris celles risquant d'altérer son fonctionnement.

Cet appareil a été conçu pour fonctionner uniquement avec l'antenne fournie. L'utilisation de toute autre antenne est strictement interdite par la réglementation d'Industry Canada.

En application des réglementations d'Industry Canada, l'utilisation d'une antenne de gain supérieur est strictement interdite.

Pour empêcher toute interférence radio au service faisant l'objet d'une licence, cet appareil doit être utilisé à l'intérieur et loin des fenêtres afin de garantir une protection optimale.

Si le matériel (ou son antenne d'émission) est installé à l'extérieur, il doit faire l'objet d'une licence.

L'installateur de cet équipement radio doit veiller à ce que l'antenne soit implantée et dirigée de manière à n'émettre aucun champ HF dépassant les limites fixées pour l'ensemble de la population par Santé Canada. Reportez-vous au Code de sécurité 6 que vous pouvez consulter sur le site Web de Santé Canada www.hc-sc.gc.ca/rpb.

Le terme « IC » précédant le numéro de d'accréditation/inscription signifie simplement que le produit est conforme aux spécifications techniques d'Industry Canada.

Notice to users in the European Union

Products bearing the CE mark are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, 1999/5/EC, and 2011/65/EU on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits, radio equipment and telecommunications terminal equipment, and on the restrictions of use of certain hazardous substances in electrical and electronic equipment.

Compliance is indicated by the CE marking.



The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product satisfies the Class A limits of EN 55022 and safety requirements of EN 60950-1.

Products equipped with 2.4GHz Wireless LAN option are in conformity with the protection requirements of EC Council directives 2004/108/EC, 2006/95/EC, and 1999/5/EC on the approximation and harmonization of the laws of the Member States relating to electromagnetic compatibility, safety of electrical equipment designed for use within certain voltage limits and on radio equipment and telecommunications terminal equipment.

Compliance is indicated by the CE marking.



Operation is allowed in all EU and EFTA countries, but is restricted to indoor use only.

The manufacturer of this product is: Lexmark International, Inc., 740 West New Circle Road, Lexington, KY, 40550 USA. The authorized representative is: Lexmark International Technology Hungária Kft., 8 Lechner Ödön fasor, Millennium Tower III, 1095 Budapest HUNGARY, A declaration of conformity to the requirements of the Directives is available upon request from the Authorized Representative.

This product may be used in the countries indicated in the table below.

AT	BE	BG	CH	CY	CZ	DE	DK	EE
EL	ES	FI	FR	HR	HU	IE	IS	IT
LI	LT	LU	LV	MT	NL	NO	PL	PT
RO	SE	SI	SK	TR	UK			

Česky	Společnost Lexmark International, Inc. tímto prohlašuje, že výrobek tento výrobek je ve shodě se základními požadavky a dalšími příslušnými ustanoveními směrnice 1999/5/ES.
Dansk	Lexmark International, Inc. erklærer herved, at dette produkt overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF.

Deutsch	Hiermit erklärt Lexmark International, Inc., dass sich das Gerät dieses Gerät in Übereinstimmung mit den grundlegenden Anforderungen und den übrigen einschlägigen Bestimmungen der Richtlinie 1999/5/EG befindet.
Ελληνική	ΜΕ ΤΗΝ ΠΑΡΟΥΣΑ Η LEXMARK INTERNATIONAL, INC. ΔΗΛΩΝΕΙ ΟΤΙ ΑΥΤΟ ΤΟ ΠΡΟΪΟΝ ΣΥΜΜΟΡΦΩΝΕΤΑΙ ΠΡΟΣ ΤΙΣ ΟΥΣΙΩΔΕΙΣ ΑΠΑΙΤΗΣΕΙΣ ΚΑΙ ΤΙΣ ΛΟΙΠΕΣ ΣΧΕΤΙΚΕΣ ΔΙΑΤΑΞΕΙΣ ΤΗΣ ΟΔΗΓΙΑΣ 1999/5/ΕΚ.
English	Hereby, Lexmark International, Inc., declares that this type of equipment is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.
Español	Por medio de la presente, Lexmark International, Inc. declara que este producto cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE.
Eesti	Käesolevaga kinnitab Lexmark International, Inc., et seade see toode vastab direktiivi 1999/5/EÜ põhinõuetele ja nimetatud direktiivist tulenevatele muudele asjakohastele sätetele.
Suomi	Lexmark International, Inc. vakuuttaa täten, että tämä tuote on direktiivin 1999/5/EY oleellisten vaatimusten ja muiden sitä koskevien direktiivin ehtojen mukainen.
Français	Par la présente, Lexmark International, Inc. déclare que l'appareil ce produit est conforme aux exigences fondamentales et autres dispositions pertinentes de la directive 1999/5/CE.
Magyar	Alulírott, Lexmark International, Inc. nyilatkozom, hogy a termék megfelel a vonatkozó alapvető követelményeknek és az 1999/5/EC irányelv egyéb előírásainak.
Íslenska	Hér með lýsir Lexmark International, Inc. yfir því að þessi vara er í samræmi við grunnkröfur og aðrar kröfur, sem gerðar eru í tilskipun 1999/5/EC.
Italiano	Con la presente Lexmark International, Inc. dichiara che questo prodotto è conforme ai requisiti essenziali ed alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.
Latviski	Ar šo Lexmark International, Inc. deklarē, ka šis izstrādājums atbilst Direktīvas 1999/5/EK būtiskajām prasībām un citiem ar to saistītajiem noteikumiem.
Lietuvių	Šiuo Lexmark International, Inc. deklaruoja, kad šis produktas atitinka esminius reikalavimus ir kitas 1999/5/EB direktyvos nuostatas.
Malti	Bil-preżenti, Lexmark International, Inc., jiddikjara li dan il-prodott huwa konformi mal-ħtiġijiet essenzjali u ma dispożizzjonijiet oħrajn relevanti li jinsabu fid-Direttiva 1999/5/KE.
Nederlands	Hierbij verklaart Lexmark International, Inc. dat het toestel dit product in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.
Norsk	Lexmark International, Inc. erklærer herved at dette produktet er i samsvar med de grunnleggende krav og øvrige relevante krav i direktiv 1999/5/EF.
Polski	Niniejszym Lexmark International, Inc. oświadcza, że niniejszy produkt jest zgodny z zasadniczymi wymogami oraz pozostałymi stosownymi postanowieniami Dyrektywy 1999/5/EC.
Português	A Lexmark International Inc. declara que este produto está conforme com os requisitos essenciais e outras disposições da Diretiva 1999/5/CE.
Slovensky	Lexmark International, Inc. týmto vyhlasuje, že tento produkt spĺňa základné požiadavky a všetky príslušné ustanovenia smernice 1999/5/ES.
Slovensko	Lexmark International, Inc. izjavlja, da je ta izdelek v skladu z bistvenimi zahtevami in ostalimi relevantnimi določili direktive 1999/5/ES.
Svenska	Härmed intygar Lexmark International, Inc. att denna produkt står i överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.

Statement of Limited Warranty

Lexmark MX6500e

Lexmark International, Inc., Lexington, KY

This limited warranty applies to the United States and Canada. For customers outside the U.S., refer to the country-specific warranty information that came with your product.

This limited warranty applies to this product only if it was originally purchased for your use, and not for resale, from Lexmark or a Lexmark Remarketer, referred to in this statement as "Remarketer."

Limited warranty

Lexmark warrants that this product:

- Is manufactured from new parts, or new and serviceable used parts, which perform like new parts
- Is, during normal use, free from defects in material and workmanship

If this product does not function as warranted during the warranty period, contact a Remarketer or Lexmark for repair or replacement (at Lexmark's option).

If this product is a feature or option, this statement applies only when that feature or option is used with the product for which it was intended. To obtain warranty service, you may be required to present the feature or option with the product.

If you transfer this product to another user, warranty service under the terms of this statement is available to that user for the remainder of the warranty period. You should transfer proof of original purchase and this statement to that user.

Limited warranty service

The warranty period starts on the date of original purchase as shown on the purchase receipt and ends 12 months later provided that the warranty period for any supplies and for any maintenance items included with the printer shall end earlier if it, or its original contents, are substantially used up, depleted, or consumed.

To obtain warranty service you may be required to present proof of original purchase. You may be required to deliver your product to the Remarketer or Lexmark, or ship it prepaid and suitably packaged to a Lexmark designated location. You are responsible for loss of, or damage to, a product in transit to the Remarketer or the Lexmark designated location.

When warranty service involves the exchange of a product or part, the item replaced becomes the property of the Remarketer or Lexmark. The replacement may be a new or repaired item.

The replacement item assumes the remaining warranty period of the original product.

Replacement is not available to you if the product you present for exchange is defaced, altered, in need of a repair not included in warranty service, damaged beyond repair, or if the product is not free of all legal obligations, restrictions, liens, and encumbrances.

Before you present this product for warranty service, remove all print cartridges, programs, data, and removable storage media (unless directed otherwise by Lexmark).

For further explanation of your warranty alternatives and the nearest Lexmark authorized servicer in your area contact Lexmark on the World Wide Web at <http://support.lexmark.com>.

Remote technical support is provided for this product throughout its warranty period. For products no longer covered by a Lexmark warranty, technical support may not be available or only be available for a fee.

Extent of limited warranty

Lexmark does not warrant uninterrupted or error-free operation of any product or the durability or longevity of prints produced by any product.

Warranty service does not include repair of failures caused by:

- Modification or unauthorized attachments
- Accidents, misuse, abuse or use inconsistent with Lexmark user's guides, manuals, instructions or guidance
- Unsuitable physical or operating environment
- Maintenance by anyone other than Lexmark or a Lexmark authorized servicer
- Operation of a product beyond the limit of its duty cycle
- Use of printing media outside of Lexmark specifications
- Refurbishment, repair, refilling or remanufacture by a third party of products, supplies or parts
- Products, supplies, parts, materials (such as toners and inks), software, or interfaces not furnished by Lexmark

TO THE EXTENT PERMITTED BY APPLICABLE LAW, NEITHER LEXMARK NOR ITS THIRD PARTY SUPPLIERS OR REMARKETERS MAKE ANY OTHER WARRANTY OR CONDITION OF ANY KIND, WHETHER EXPRESS OR IMPLIED, WITH RESPECT TO THIS PRODUCT, AND SPECIFICALLY DISCLAIM THE IMPLIED WARRANTIES OR CONDITIONS OF MERCHANTABILITY, FITNESS FOR A PARTICULAR PURPOSE, AND SATISFACTORY QUALITY. ANY WARRANTIES THAT MAY NOT BE DISCLAIMED UNDER APPLICABLE LAW ARE LIMITED IN DURATION TO THE WARRANTY PERIOD. NO WARRANTIES, EXPRESS OR IMPLIED, WILL APPLY AFTER THIS PERIOD. ALL INFORMATION, SPECIFICATIONS, PRICES, AND SERVICES ARE SUBJECT TO CHANGE AT ANY TIME WITHOUT NOTICE.

Limitation of liability

Your sole remedy under this limited warranty is set forth in this document. For any claim concerning performance or nonperformance of Lexmark or a Remarketer for this product under this limited warranty, you may recover actual damages up to the limit set forth in the following paragraph.

Lexmark's liability for actual damages from any cause whatsoever will be limited to the amount you paid for the product that caused the damages. This limitation of liability will not apply to claims by you for bodily injury or damage to real property or tangible personal property for which Lexmark is legally liable. **IN NO EVENT WILL LEXMARK BE LIABLE FOR ANY LOST PROFITS, LOST SAVINGS, INCIDENTAL DAMAGE, OR OTHER ECONOMIC OR CONSEQUENTIAL DAMAGES.**

This is true even if you advise Lexmark or a Remarketer of the possibility of such damages. Lexmark is not liable for any claim by you based on a third party claim.

This limitation of remedies also applies to claims against any Suppliers and Remarketers of Lexmark. Lexmark's and its Suppliers' and Remarketers' limitations of remedies are not cumulative. Such Suppliers and Remarketers are intended beneficiaries of this limitation.

Additional rights

Some states do not allow limitations on how long an implied warranty lasts, or do not allow the exclusion or limitation of incidental or consequential damages, so the limitations or exclusions contained above may not apply to you.

This limited warranty gives you specific legal rights. You may also have other rights that vary from state to state.

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Index

Numerics

- 2100-sheet tray
 - loading 69
- 550-sheet tray
 - installing 50

Symbols

- [x]-page jam, clear manual feeder. [250] 278
- [x]-page jam, lift front cover to remove cartridge. [200–201] 270
- [x]-page jam, open automatic feeder top cover [28y.xx] 287
- [x]-page jam, open tray [x]. [24x] 277
- [x]-page jam, open upper and lower rear door. [231–234] 273
- [x]-page jam, open upper rear door. [202] 272
- [x]-page jam, remove paper, open expander rear door. Leave paper in bin. [43y.xx] 286
- [x]-page jam, remove paper, open finisher rear door. Leave paper in bin. [451] 281
- [x]-page jam, remove paper, open mailbox rear door. Leave paper in bin. [41y.xx] 279
- [x]-page jam, remove paper, open stapler door. Leave paper in bin. [455–457] 282
- [x]-page jam, remove standard bin jam. [203] 275
- [x]-page jam, remove tray 1 to clear duplex. [235–239] 275

A

- accessing the Embedded Web Server 19
- accessing the system board 34
- Active NIC menu 164
- adapter plug 128
- adding hardware options
 - print driver 56
- ADF
 - copying using 101

- ADF Card Copy
 - setting up 24
- ADF feed roller cleaning cloth
 - ordering 247
- ADF glass
 - cleaning 240
- ADF parts
 - cleaning 241
- adjusting copy quality 105
- adjusting Sleep mode 232
- adjusting toner darkness 94
- administrator settings
 - Embedded Web Server 262
- advanced options
 - copy options 111
 - e-mail options 118
 - fax options 141
 - FTP options 148
- answering machine
 - setting up 121
- AppleTalk menu 170
- applications
 - home screen 21
 - understanding 20
- attaching cables 53
- Automatic Document Feeder (ADF)
 - loading 80
- available internal options 34
- avoiding jams 87
- avoiding paper jams 265

B

- Bar Code Discovery
 - using 26
- Bin Setup menu 161
- blocking junk faxes 137
- business cards
 - loading 80
- buttons, scanner control panel 14
- buttons, touch screen
 - using 17

C

- cables
 - Ethernet 53
 - USB 53
- canceling a print job
 - from a computer 100

- from the scanner control panel 99
- canceling an e-mail 116
- cannot open Embedded Web Server 358
- Card Copy
 - setting up 22
- card stock
 - loading 76
 - tips 83
- Cartridge low [88.xy] 288
- Cartridge nearly low [88.xy] 289
- Cartridge very low, [x] estimated pages remain [88.xy] 289
- Cartridge, imaging unit mismatch [41.xy] 288
- Change [paper source] to [custom string] load [orientation] 289
- Change [paper source] to [custom type name] load [orientation] 289
- Change [paper source] to [paper size] load [orientation] 289
- Change [paper source] to [paper type] [paper size] load [orientation] 289
- Check tray [x] connection 290
- checking an unresponsive printer 309
- checking status of supplies 246
- checking the status of parts and supplies 247
- checking the virtual display
 - using the Embedded Web Server 262
- cleaning
 - ADF glass 240
 - ADF parts 241
 - exterior of the printer 239
 - exterior of the scanner 239
 - scanner glass 240
- cleaning kit
 - using 245
- cleaning the printer 239
- cleaning the touch screen 245
- Close door or insert cartridge 290
- Close finisher side door 290
- Close flatbed cover and load originals if restarting job [2yy.xx] 290

- Close front door 290
 - Close top access cover 291
 - collate
 - copy options 110
 - collating copies 106
 - Complex page, some data may not have printed [39] 291
 - compressed images appear on prints 325
 - confidential data
 - information on securing 238
 - confidential jobs
 - modifying print settings 99
 - confidential print jobs 97
 - printing from a Macintosh computer 98
 - printing from Windows 98
 - Confidential Print menu 179
 - Configuration change, some held jobs were not restored [57] 291
 - configuration information
 - wireless network 57
 - configurations
 - printer 11
 - Configure MP menu 150
 - configuring
 - supply notifications, imaging unit 263
 - supply notifications, maintenance kit 263
 - supply notifications, toner cartridge 263
 - configuring e-mail settings 112
 - configuring port settings 59
 - configuring supply notifications 263
 - connecting the scanner and the printer 29
 - connecting to a wireless network
 - using PIN (Personal Identification Number) method 58
 - using Push Button Configuration method 58
 - using the Embedded Web Server 59
 - using wireless setup wizard 58
 - connecting to distinctive ring service 132
 - conservation settings
 - brightness, adjusting 233
 - Eco-Mode 231
 - Quiet Mode 231
 - Sleep mode 232
 - contacting customer support 359
 - content
 - e-mail settings 117
 - content source
 - e-mail settings 117
 - fax options 140
 - content type
 - e-mail settings 117
 - fax options 140
 - control panel, scanner 14
 - indicator light 15
 - Sleep button light 15
 - copies
 - copy options 110
 - copy job, canceling
 - using the ADF 109
 - using the scanner glass 109
 - copy options
 - advanced options 111
 - collate 110
 - copies 110
 - darkness 110
 - Save As Shortcut 111
 - sides (duplex) 110
 - copy quality
 - adjusting 105
 - copy screen
 - content source 110
 - content type 110
 - options 109, 110
 - Copy Settings menu 190
 - copy troubleshooting
 - copier does not respond 343
 - partial document or photo
 - copies 343
 - poor copy quality 344
 - poor scanned image quality 354
 - scanner unit does not close 346, 356
 - copying
 - adding an overlay message 108
 - adjusting quality 105
 - canceling a copy job 109
 - collating copies 106
 - custom job 107
 - different paper sizes 104
 - enlarging 105
 - inserting a header or footer 108
 - multiple pages on one sheet 107
 - on both sides of the paper (duplexing) 104
 - on letterhead 103
 - on transparencies 102
 - photos 102
 - placing separator sheets between copies 106
 - quick copy 101
 - reducing 105
 - selecting a tray 103
 - to a different size 103
 - using the ADF 101
 - using the scanner glass 102
 - copying different paper sizes 104
 - copying multiple pages on one sheet 107
 - copying on both sides of the paper (duplexing) 104
 - copying on letterhead 103
 - copying on transparencies 102
 - copying photos 102
 - copying to a different size 103
 - creating
 - custom copy job 107
 - creating a fax destination shortcut
 - using the Embedded Web Server 136
 - creating an FTP shortcut
 - using the Embedded Web Server 142
 - Custom Bin Names menu 160
 - Custom Names menu 159
 - custom paper type name
 - assigning 82
 - creating 82
 - Custom Scan Sizes menu 160
 - Custom Type [x]
 - changing name 82
 - Custom Types menu 159
 - customer support
 - contacting 359
- D**
- darkness
 - copy options 110
 - e-mail options 117
 - fax options 140
 - scan options 147
 - date and time, fax
 - setting 132
 - daylight saving time, configuring 133
 - daylight saving time, faxing 133
 - Default Source menu 150
 - Defective flash detected [51] 291

- delayed send
 - fax options 140
- different paper sizes, copying 104
- Digital Subscriber Line (DSL)
 - fax setup 125
- digital telephone service
 - fax setup 127
- directory list
 - printing 99
- Disk full 62 291
- Disk full, scan job canceled 291
- Disk must be formatted for use in this device 292
- Disk near full. Securely clearing disk space. 292
- disk wiping 236
- display troubleshooting
 - scanner display is blank 311
- display, printer control panel
 - adjusting brightness 233
- display, scanner control panel 14
- disposing of scanner hard disk 235
- distinctive ring service, fax
 - connecting to 132
- documents, printing
 - from Macintosh 94
 - from Windows 94
- DSL filter 125
- duplexing 104

E

- Eco-Mode setting 231
- Edit Security Setups menu 177
- Embedded Web Server
 - accessing 19
 - administrator settings 262
 - checking the status of parts 247
 - checking the status of supplies 247
 - creating a fax destination shortcut 136
 - creating an FTP shortcut 142
 - creating e-mail shortcuts 113
 - initial fax setup 120
 - modifying confidential print settings 99
 - networking settings 262
 - problem accessing 358
 - scanning to a computer using 145
 - setting up e-mail alerts 262

- Embedded Web Server — Security: Administrator's Guide
 - where to find 262
- Embedded Web Server — Security: Administrator's Guide
 - where to find 238
- emission
- notices 363, 366, 367, 371, 372
- Empty the hole punch box 292
- emptying the hole punch box 246
- encrypting the scanner hard disk 237
- enlarging a copy 105
- envelopes
 - loading 76
 - tips on using 83
- environmental settings
 - brightness, adjusting 233
 - Eco-Mode 231
 - Quiet Mode 231
 - Sleep mode 232
- Erase Temporary Data Files menu 180
- erasing hard disk memory 236
- erasing non-volatile memory 236
- erasing volatile memory 235
- Error reading USB drive. Remove USB. 292
- Error reading USB hub. Remove hub. 292
- Ethernet network
 - preparing to set up for Ethernet printing 56
- Ethernet networking 55
- Ethernet port 53
- Ethernet setup
 - preparing for an 56
- exporting a configuration using the Embedded Web Server 27
- EXT port 53
- exterior of the printer
 - cleaning 239
- exterior of the scanner
 - cleaning 239
- e-mail
 - canceling 116
 - disabling 288
 - enabling 288
- e-mail alerts
 - low supply levels 262
 - paper jam 262

- setting up 262

- e-mail function
 - setting up 112
- e-mail options
 - advanced options 118
 - darkness 117
 - message 116
 - original size 116
 - page setup 118
 - recipient(s) 116
 - resolution 116
 - Save As Shortcut 117
 - send as 117
 - subject 116
- e-mail screen
 - options 116, 118
- E-mail Settings menu 203
- e-mail shortcuts, creating
 - using the Embedded Web Server 113
- e-mail, sending
 - using a shortcut number 114
 - using the address book 114
 - using the touch screen 114
- e-mailing
 - adding message line 115
 - adding subject line 115
 - changing output file type 115
 - configuring e-mail settings 112
 - creating shortcuts using the Embedded Web Server 113
 - creating shortcuts using the scanner control panel 113
 - setting up e-mail function 112
 - using a shortcut number 114
 - using the address book 114
 - using the touch screen 114

F

- factory defaults
 - restoring 264
- fax
 - disabling 288
 - enabling 288
- fax and e-mail functions
 - setting up 350
- fax and e-mail functions are not set up 350
- fax log
 - viewing 137
- Fax memory full 292

- Fax Mode (Analog Fax Setup) menu 195
- fax options
 - advanced options 141
 - content source 140
 - content type 140
 - darkness 140
 - delayed send 140
 - page setup 140
 - resolution 139
- Fax partition inoperative. Contact system administrator. 292
- fax port 53
- fax screen
 - options 140
- Fax server 'To Format' not set up. Contact system administrator. 292
- fax setup
 - country- or region-specific 128
 - digital telephone service 127
 - DSL connection 125
 - standard telephone line connection 121
 - VoIP 126
- Fax Station Name not set up. Contact system administrator. 293
- Fax Station Number not set up. Contact system administrator. 293
- fax troubleshooting
 - caller ID is not shown 346
 - can receive but not send faxes 349
 - can send but cannot receive faxes 350
 - cannot send or receive a fax 347
 - received fax has poor print quality 351
- faxing
 - blocking junk faxes 137
 - canceling a fax job 138
 - changing resolution 137
 - configuring the scanner to observe daylight saving time 133
 - creating shortcuts using the Embedded Web Server 136
 - creating shortcuts using the touch screen 136
 - distinctive ring service 132
 - fax setup 120
 - forwarding faxes 139
 - holding faxes 138
 - making a fax lighter or darker 137

- sending a fax 134
- sending a fax at a scheduled time 135
- sending using the touch screen 133
- setting the date and time 132
- setting the fax number or station number 132
- setting the outgoing fax name or station name 132
- viewing a fax log 137
- FCC notices 363, 367, 371
- file name
 - scan options 147
- finding more information about the scanner 9
- finding scanner IP address 19
- Finishing menu 218
- firmware card
 - installing 29
- flash drive
 - printing from 95
- Flash Drive menu 212
- flash drives
 - supported file types 96
- font sample list
 - printing 99
- Forms and Favorites
 - setting up 21
- forwarding faxes 139
- FTP
 - FTP options 146
- FTP address
 - creating shortcuts using the scanner control panel 143
- FTP address, scanning to
 - using a shortcut number 144
 - using the scanner control panel 143
- FTP options
 - advanced options 148
 - FTP 146
- FTP screen
 - options 148
- FTP Settings menu 208

G

- green settings
 - Eco-Mode 231
 - Quiet Mode 231

H

- hardware options, adding
 - print driver 56
- held jobs 97
- printing from a Macintosh computer 98
- printing from Windows 98
- Help menu 229
- hiding icons on the home screen 20
- holding faxes 138
- hole punch box
 - emptying 246
- home screen
 - customizing 20
 - hiding icons 20
 - showing icons 20
- home screen applications
 - configuring 21
 - finding information 21
- HTML menu 227

I

- icons on the home screen
 - hiding 20
 - showing 20
- Image menu 228
- imaging unit
 - ordering 250
 - replacing 254
- Imaging unit low [84.xy] 293
- Imaging unit nearly low [84.xy] 293
- Imaging unit very low, [x] estimated pages remain [84.xy] 293
- importing a configuration
 - using the Embedded Web Server 27
- Incompatible output bin [x] [59] 293
- Incompatible tray [x] [59] 293
- Incorrect paper size, open [paper source] [34] 294
- indicator light is blinking
 - troubleshooting 288
- initial fax setup 120
 - using the Embedded Web Server 120
- Insert hole punch box 294
- Insert staple cartridge 294
- Insert Tray [x] 294
- inserting a header or footer 108
- Install bin [x] 294

Install Tray [x] 295

installing a memory card 47

installing an optional card 45

installing options

order of installation 49

installing scanner on a network

Ethernet networking 55

Insufficient memory for Flash

Memory Defragment operation

[37] 295

Insufficient memory to collate job

[37] 295

Insufficient memory to support

Resource Save feature [35] 295

Insufficient memory, some Held

Jobs were deleted [37] 295

Insufficient memory, some held

jobs will not be restored [37] 295

internal print server

troubleshooting 312

Internal Solutions Port

changing port settings 59

troubleshooting 312

Internal Solutions Port (ISP)

installing 38

IP address of computer

finding 19

IP address, scanner

finding 19

IPv6 menu 168

J

jams

avoiding 265

locating jam areas 267

locations 267

numbers 267

jams, clearing

behind rear door 272, 273

duplex 275

in automatic document feeder top

cover 287

in expander rear door 286

in finisher rear door 281

in mailbox rear door 279

in manual feeder 278

in standard bin 275

in staple finisher 282

in the tray 277

inside the printer 270

Job Accounting menu 221

L

labels, paper

tips 84

letterhead

copying on 103

loading, 2100-sheet tray 69

loading, multipurpose

feeder 76, 84

loading, trays 62, 84

light, indicator

scanner control panel 14

line filter 125

LINE port 53

linking trays 81, 82

Load [paper source] with [custom

string] [paper orientation] 296

Load [paper source] with [custom

type name] [paper orientation] 296

Load [paper source] with [paper

size] [paper orientation] 296

Load [paper source] with [paper

type] [paper size] [paper

orientation] 296

Load Manual Feeder with [custom

string] [paper orientation] 297

Load Manual Feeder with [custom

type name] [paper orientation] 297

Load Manual Feeder with [paper

size] [paper orientation] 297

Load manual feeder with [paper

type] [paper size] [paper

orientation] 297

Load staples 297

loading

2100-sheet tray 69

ADF 80

business cards 80

card stock 76

envelopes 76

letterhead in 2100-sheet tray 69

letterhead in multipurpose

feeder 76

letterhead in trays 62

multipurpose feeder 76

optional 550-sheet tray 62

standard 550-sheet tray 62

transparencies 76

loading letterhead

paper orientation 84

M

maintenance kit

ordering 249

Maintenance kit low [80.xy] 298

Maintenance kit nearly low

[80.xy] 298

Maintenance kit very low, [x]

estimated pages remain

[80.xy] 298

making copies using paper from

selected tray 103

memory

types installed on scanner 235

memory card

installing 47

Memory full [38] 298

Memory full, cannot send

faxes 298

menu settings page

printing 60

menus

Active NIC 164

AppleTalk 170

Bin Setup 161

Confidential Print 179

Configure MP 150

Copy Settings 190

Custom Bin Names 160

Custom Names 159

Custom Scan Sizes 160

Custom Types 159

Default Source 150

diagram of 149

Edit Security Setups 177

Erase Temporary Data Files 180

E-mail Settings 203

Fax Mode (Analog Fax Setup) 195

Finishing 218

Flash Drive 212

FTP Settings 208

Help 229

HTML 227

Image 228

IPv6 168

Job Accounting 221

Miscellaneous 178

Network [x] 164

Network Card 166

Network Reports 166

Paper Loading 158

Paper Size/Type 151

- Paper Texture 154
- Paper Weight 156
- Parallel [x] 172
- PCL Emul 225
- PDF 224
- PostScript 224
- Quality 220
- Reports 163
- Security Audit Log 181
- Serial [x] 174
- Set Date and Time 181
- Settings 217
- SMTP Setup menu 176
- Standard Network 164
- Standard USB 170
- Substitute Size 154
- Supplies 150
- TCP/IP 167
- Universal Setup 161
- Utilities 223
- Wireless 169
- XPS 224
- menus diagram 149
- message
 - e-mail options 116
- messages
 - Serial option [x] error [54] 306
- Miscellaneous menu 178
- mobile device
 - printing from 97
- moving the printer 260, 261
- moving the scanner 258, 259
- Multi Send
 - adding a profile 23
 - setting up 23
- multipurpose feeder
 - loading 76
- MyShortcut
 - about 23

N

- Network [x] menu 164
- Network [x] software error [54] 298
- Network Card menu 166
- network options 34
- Network Reports menu 166
- network settings
 - Embedded Web Server 262
- network setup page
 - printing 61
- network setup, Ethernet 55

- Networking Guide
 - where to find 262
- No analog phone line connected to modem, fax is disabled. 298
- noise emission levels 363
- Non-Lexmark [supply type], see User's Guide [33.xy] 299
- non-volatile memory 235
 - erasing 236
- Not enough free space in flash memory for resources [52] 299
- notices 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372
- number of remaining pages
 - estimate 247

O

- optional 550-sheet tray
 - loading 62
- optional card
 - installing 45
- options
 - 550-sheet tray, installing 50
 - fax card 34
 - firmware card 29, 34
 - Internal Solutions Port (ISP) 38
 - memory card 34
 - memory card, installing 47
 - network 34
 - ports 34
 - scanner communications card 29
- options, copy screen
 - copy from 109
 - scale 110
- options, touch-screen
 - copy 109
 - e-mail 116, 118
 - fax 140
 - FTP 148
- ordering
 - ADF feed roller cleaning cloth 247
 - imaging unit 250
 - maintenance kit 249
 - separator pad 248
 - staple cartridges 250
- ordering supplies
 - toner cartridges 248
- organizing cables 53
- original size
 - e-mail options 116
 - scan options 147

- output file type
 - changing 115

P

- page setup
 - e-mail options 118
 - fax options 140
 - scan options 148
- paper
 - characteristics 85
 - different sizes, copying 104
 - letterhead 86
 - preprinted forms 86
 - recycled 86
 - saving 107
 - selecting 85
 - storing 85, 87
 - unacceptable 86
 - Universal size setting 62
 - using recycled 230
- Paper changes needed 299
- paper characteristics 85
- paper feed troubleshooting
 - message remains after jam is cleared 315
- paper jams
 - avoiding 265
- paper jams, clearing
 - behind rear door 272, 273
 - duplex 275
 - in automatic document feeder top cover 287
 - in expander rear door 286
 - in finisher rear door 281
 - in mailbox rear door 279
 - in manual feeder 278
 - in standard bin 275
 - in staple finisher 282
 - in the tray 277
 - inside the printer 270
- Paper Loading menu 158
- paper size
 - setting 62
- Paper Size/Type menu 151
- paper sizes
 - supported 88
- Paper Texture menu 154
- paper type
 - setting 62
- paper types
 - supported 91
- Paper Weight menu 156

- paper weights
 - supported 91
- Parallel [x] menu 172
- Parallel port [x] disabled [56] 299
- parts
 - checking status 247
 - checking, using the Embedded Web Server 247
 - using genuine Lexmark 247
- PCL Emul menu 225
- PDF menu 224
- Personal Identification Number method
 - using 58
- phone splitter 126
- photos
 - copying 102
- placing separator sheets between copies 106
- port settings
 - configuring 59
- PostScript menu 224
- power cord socket 53
- preparing to set up the scanner on an Ethernet network 56
- print driver
 - hardware options, adding 56
- print irregularities 331
- print job
 - canceling, from computer 100
- print quality
 - cleaning the ADF glass 240
 - cleaning the ADF parts 241
 - cleaning the scanner glass 240
- print quality troubleshooting
 - blank pages 329
 - characters have jagged edges 323
 - clipped pages or images 324
 - compressed images appear on prints 325
 - gray background on prints 326
 - horizontal voids appear on prints 327
 - print irregularities 331
 - print is too dark 332
 - print is too light 334
 - printer is printing solid black pages 330
 - repeating defects appear on prints 335
 - shadow images appear on prints 336
 - skewed print 336
 - streaked horizontal lines appear on prints 337
 - streaked vertical lines 338
 - toner fog or background shading appears on prints 339
 - toner rubs off 340
 - toner specks appear on prints 340
 - transparency print quality is poor 341
 - uneven print density 341
 - white streaks 341
- print troubleshooting
 - envelope seals when printing 317
 - error reading flash drive 317
 - held jobs do not print 316
 - incorrect characters print 318
 - incorrect margins on prints 328
 - jammed pages are not reprinted 314
 - job prints from wrong tray 318
 - job prints on wrong paper 318
 - jobs do not print 320
 - Large jobs do not collate 319
 - multiple-language PDF files do not print 319
 - paper curl 329
 - paper frequently jams 315
 - print job takes longer than expected 321
 - tray linking does not work 322
 - unexpected page breaks occur 323
- printer
 - configurations 11
 - connecting with scanner 29
 - minimum clearances 10
 - moving 260, 261
 - selecting a location 10
 - shipping 261
- printer configurations 11
- printer control panel
 - adjusting brightness 233
 - factory defaults, restoring 264
- Printer had to restart. Last job may be incomplete. 300
- printer is printing blank pages 329
- printer messages
 - [x]-page jam, clear manual feeder. [250] 278
 - [x]-page jam, lift front cover to remove cartridge. [200–201] 270
 - [x]-page jam, open automatic feeder top cover [28y.xx] 287
 - [x]-page jam, open tray [x]. [24x] 277
 - [x]-page jam, open upper and lower rear door. [231–234] 273
 - [x]-page jam, open upper rear door. [202] 272
 - [x]-page jam, remove paper, open expander rear door. Leave paper in bin. [43y.xx] 286
 - [x]-page jam, remove paper, open finisher rear door. Leave paper in bin. [451] 281
 - [x]-page jam, remove paper, open mailbox rear door. Leave paper in bin. [41y.xx] 279
 - [x]-page jam, remove paper, open stapler door. Leave paper in bin. [455–457] 282
 - [x]-page jam, remove standard bin jam. [203] 275
 - [x]-page jam, remove tray 1 to clear duplex. [235–239] 275
 - Cartridge low [88.xy] 288
 - Cartridge very low, [x] estimated pages remain [88.xy] 289
 - Cartridge, imaging unit mismatch [41.xy] 288
 - Change [paper source] to [custom string] load [orientation] 289
 - Change [paper source] to [custom type name] load [orientation] 289
 - Change [paper source] to [paper size] load [orientation] 289
 - Change [paper source] to [paper type] [paper size] load [orientation] 289
 - Check tray [x] connection 290
 - Close door or insert cartridge 290
 - Close finisher side door 290
 - Close flatbed cover and load originals if restarting job [2yy.xx] 290
 - Close front door 290
 - Close top access cover 291
 - Complex page, some data may not have printed [39] 291

- Configuration change, some held jobs were not restored [57] 291
- Defective flash detected [51] 291
- Disk full 62 291
- Disk full, scan job canceled 291
- Disk must be formatted for use in this device 292
- Disk near full. Securely clearing disk space. 292
- Empty the hole punch box 292
- Error reading USB drive. Remove USB. 292
- Error reading USB hub. Remove hub. 292
- Fax memory full 292
- Fax partition inoperative. Contact system administrator. 292
- Fax server 'To Format' not set up. Contact system administrator. 292
- Fax Station Name not set up. Contact system administrator. 293
- Fax Station Number not set up. Contact system administrator. 293
- Imaging unit low [84.xy] 293
- Imaging unit nearly low [84.xy] 293
- Imaging unit very low, [x] estimated pages remain [84.xy] 293
- Incompatible output bin [x] [59] 293
- Incompatible tray [x] [59] 293
- Incorrect paper size, open [paper source] [34] 294
- Insert hole punch box 294
- Insert staple cartridge 294
- Insert Tray [x] 294
- Install bin [x] 294
- Install Tray [x] 295
- Insufficient memory for Flash Memory Defragment operation [37] 295
- Insufficient memory to collate job [37] 295
- Insufficient memory to support Resource Save feature [35] 295
- Insufficient memory, some Held Jobs were deleted [37] 295
- Insufficient memory, some held jobs will not be restored [37] 295
- Load [paper source] with [custom string] [paper orientation] 296
- Load [paper source] with [custom type name] [paper orientation] 296
- Load [paper source] with [paper size] [paper orientation] 296
- Load [paper source] with [paper type] [paper size] [paper orientation] 296
- Load Manual Feeder with [custom string] [paper orientation] 297
- Load Manual Feeder with [custom type name] [paper orientation] 297
- Load Manual Feeder with [paper size] [paper orientation] 297
- Load manual feeder with [paper type] [paper size] [paper orientation] 297
- Load staples 297
- Maintenance kit low [80.xy] 298
- Maintenance kit nearly low [80.xy] 298
- Maintenance kit very low, [x] estimated pages remain [80.xy] 298
- Memory full [38] 298
- Memory full, cannot send faxes 298
- Network [x] software error [54] 298
- No analog phone line connected to modem, fax is disabled. 298
- Non-Lexmark [supply type], see User's Guide [33.xy] 299
- Not enough free space in flash memory for resources [52] 299
- Paper changes needed 299
- Parallel port [x] disabled [56] 299
- Printer had to restart. Last job may be incomplete. 300
- Reattach bin [x] 300
- Reattach bins [x] – [y] 300
- Reinstall missing or unresponsive cartridge [31.xy] 301
- Reinstall missing or unresponsive imaging unit [31.xy] 301
- Remove defective disk [61] 301
- Remove packaging material, [area name] 301
- Remove paper from [linked set bin name] 302
- Remove paper from all bins 301
- Remove paper from bin [x] 302
- Remove paper from standard output bin 302
- Replace all originals if restarting job. 302
- Replace cartridge, 0 estimated pages remain [88.xy] 302
- Replace cartridge, printer region mismatch [42.xy] 302
- Replace imaging unit, 0 estimated pages remain [84.xy] 303
- Replace jammed originals if restarting job. 303
- Replace last scanned page and jammed originals if restarting job. 303
- Replace maintenance kit, 0 estimated pages remain [80.xy] 303
- Replace missing fuser [31.xy] 304
- Replace missing or unresponsive fuser [31.xy] 301
- Replace roller kit [81.xy] 304
- Replace separator pad 304
- Replace unsupported cartridge [32.xy] 304
- Replace unsupported fuser [32.xy] 304
- Replace unsupported imaging unit [32.xy] 304
- Replace wiper 304
- Restore held jobs? 305
- Scan document too long 305
- Scanner automatic feeder cover open 305
- Scanner disabled by admin [840.01] 305
- Scanner disabled. Contact system administrator if problem persists. [840.02] 305
- Scanner jam, remove all originals from the scanner [2yy.xx] 305
- Scanner jam, remove jammed originals from the scanner [2yy.xx] 305
- Scanner locked, release lock under scanner 306

- Scanner maintenance required soon, use ADF Kit [80] 306
- Serial port [x] disabled [56] 306
- Some held jobs were not restored 306
- Standard network software error [54] 307
- Standard USB port disabled [56] 307
- Supply needed to complete job 307
- Too many bins attached [58] 307
- Too many disks installed [58] 307
- Too many flash options installed [58] 308
- Too many trays attached [58] 308
- Tray [x] paper size unsupported 308
- Unformatted flash detected [53] 308
- Unsupported camera mode, unplug camera and change mode 308
- Unsupported disk 308
- Unsupported option in slot [x] [55] 308
- Unsupported USB hub, please remove 292
- USB port [x] disabled [56] 309
- Weblink server not set up. Contact system administrator. 309
- printer options troubleshooting
 - internal print server 312
 - Internal Solutions Port 312
 - tray problems 313
- printer problems, solving basic 309
- printer security
 - information on 238
- printing
 - canceling, from the scanner control panel 99
 - directory list 99
 - font sample list 99
 - forms 94
 - from a mobile device 97
 - from flash drive 95
 - from Macintosh 94
 - from Windows 94
 - menu settings page 60
 - network setup page 61
 - printing a directory list 99
 - printing a document 94

- printing a font sample list 99
- printing a menu settings page 60
- printing a network setup page 61
- printing confidential and other held jobs
 - from a Macintosh computer 98
 - from Windows 98
- printing forms 94
- printing from a flash drive 95
- printing from a mobile device 97
- printing slows down 319
- publications
 - where to find 9
- Push Button Configuration method using 58

Q

- Quality menu 220
- Quiet Mode 231

R

- Reattach bin [x] 300
- Reattach bins [x] – [y] 300
- recipient(s)
 - e-mail options 116
- recycled paper
 - using 86, 230
- recycling
 - Lexmark packaging 234
 - Lexmark products 233
 - toner cartridges 234
 - WEEE statement 364
- reducing a copy 105
- reducing noise 231
- Reinstall missing or unresponsive cartridge [31.xy] 301
- Reinstall missing or unresponsive imaging unit [31.xy] 301
- Remote Operator Panel
 - setting up 28
- Remove defective disk [61] 301
- Remove packaging material, [area name] 301
- Remove paper from [linked set bin name] 302
- Remove paper from all bins 301
- Remove paper from bin [x] 302
- Remove paper from standard output bin 302
- repeat print jobs 97
 - printing from a Macintosh computer 98
 - printing from Windows 98
- repeating defects appear on prints 335
- Replace all originals if restarting job. 302
- Replace cartridge, 0 estimated pages remain [88.xy] 302
- Replace cartridge, printer region mismatch [42.xy] 302
- Replace imaging unit, 0 estimated pages remain [84.xy] 303
- Replace jammed originals if restarting job. 303
- Replace last scanned page and jammed originals if restarting job. 303
- Replace maintenance kit, 0 estimated pages remain [80.xy] 303
- Replace missing fuser [31.xy] 304
- Replace missing or unresponsive fuser [31.xy] 301
- Replace roller kit [81.xy] 304
- Replace separator pad 304
- Replace unsupported cartridge [32.xy] 304
- Replace unsupported fuser [32.xy] 304
- Replace unsupported imaging unit [32.xy] 304
- Replace wiper 304
- replacing
 - imaging unit 254
- replacing a staple cartridge 257
- replacing supplies
 - staple cartridge 257
- replacing the separator pad 251
- replacing the toner cartridge 252
- reports
 - viewing 262
- Reports menu 163
- reserve print jobs 97
 - printing from a Macintosh computer 98
 - printing from Windows 98
- resolution
 - e-mail options 116
 - fax options 139
 - scan options 147

resolution, fax
 changing 137
Restore held jobs? 305
restoring factory default
 settings 264
RJ-11 adapter 128

S

safety information 7, 8
Save As Shortcut
 copy options 111
 e-mail options 117
 scan options 147
saving paper 107
Scan document too long 305
scan options
 darkness 147
 file name 147
 original size 147
 page setup 148
 resolution 147
 Save As Shortcut 147
 send as 147
scan screen
 content source 147
 content type 147
Scan to Computer
 setting up 146
Scan to Network
 setting up 24
 using 142
Scan to Sharepoint
 setting up 26
scan troubleshooting
 cannot scan from a computer 353
 partial document or photo
 scans 353
 scan job was not successful 355
 scanner unit does not
 close 346, 356
 scanning takes too long or freezes
 the computer 356
scanner
 Automatic Document Feeder
 (ADF) 12
 connecting with printer 29
 functions 12
 minimum clearances 10
 moving 258, 259
 scanner glass 12
 selecting a location 10
 shipping 259
 Scanner automatic feeder cover
 open 305
 scanner communications card
 installing 29
 scanner control panel 14
 indicator light 15
 Sleep button light 15
 Scanner disabled by admin
 [840.01] 305
 Scanner disabled. Contact system
 administrator if problem persists.
 [840.02] 305
 scanner glass
 cleaning 240
 copying using 102
 scanner hard disk
 disposing of 235
 encrypting 237
 wiping 236
 scanner hard disk encryption 237
 scanner hard disk memory
 erasing 236
 scanner home screen buttons and
 icons
 description 15
 scanner information
 where to find 9
 scanner IP address
 finding 19
 Scanner jam, remove all originals
 from the scanner [2yy.xx] 305
 Scanner jam, remove jammed
 originals from the scanner
 [2yy.xx] 305
 Scanner locked, release lock under
 scanner 306
 Scanner maintenance required
 soon, use ADF Kit [80] 306
 scanner messages
 Cartridge nearly low [88.xy] 289
 scanner options troubleshooting
 internal option is not
 detected 311
 USB/parallel interface card 314
 scanning
 from a flash drive 146
 to a computer using the
 Embedded Web Server 145
 to an FTP address 143, 144
 scanning to a computer 146
 using the Embedded Web
 Server 145
 scanning to a flash drive 146
 scanning to an FTP address
 creating shortcuts using the
 computer 142
 using a shortcut number 144
 using the address book 144
 using the scanner control
 panel 143
 scanning to network
 destinations 142
 security
 modifying confidential print
 settings 99
 Security Audit Log menu 181
 security Web page
 where to find 238
 selecting paper 85
 send as
 e-mail options 117
 scan options 147
 sending a fax
 from the computer 134
 sending a fax using shortcuts 134
 sending a fax using the touch
 screen 133
 sending fax
 using shortcuts 134
 using the address book 135
 sending fax at a scheduled
 time 135
 sending fax using the address
 book 135
 separator pad
 replacing 251
 separator roller
 ordering 248
 Serial [x] menu 174
 Serial option [x] error [54] 306
 Serial port [x] disabled [56] 306
 serial printing
 setting up 60
 Set Date and Time menu 181
 setting
 paper size 62
 paper type 62
 TCP/IP address 167
 setting the fax number or station
 number 132
 setting the outgoing fax name or
 station name 132
 setting the Universal paper size 62

- setting up e-mail alerts using the Embedded Web Server 262
 - setting up fax
 - country- or region-specific 128
 - digital telephone service 127
 - DSL connection 125
 - standard telephone line connection 121
 - VoIP connection 126
 - setting up fax and e-mail functions 350
 - setting up serial printing 60
 - setting up the scanner
 - on an Ethernet network 55
 - Settings menu 217
 - shipping the printer 261
 - shipping the scanner 259
 - shortcuts, creating
 - e-mail 113
 - fax destination 136
 - FTP address 143
 - FTP destination 142
 - showing icons on the home screen 20
 - sides (duplex)
 - copy options 110
 - Sleep mode
 - adjusting 232
 - SMTP Setup menu 176
 - Some held jobs were not restored 306
 - standard 550-sheet tray
 - loading 62
 - Standard Network menu 164
 - Standard network software error [54] 307
 - standard tray
 - loading 62
 - Standard USB menu 170
 - Standard USB port disabled [56] 307
 - staple cartridge
 - replacing 257
 - staple cartridges
 - ordering 250
 - statement of volatility 235
 - status of supplies
 - checking 246
 - storing
 - paper 87
 - supplies 246
 - storing print jobs 97
 - streaked horizontal lines appear on prints 337
 - streaked vertical lines appear on prints 338
 - streaks appear 341
 - subject and message information
 - adding to e-mail 115
 - Substitute Size menu 154
 - supplies
 - checking status 247
 - checking, from scanner control panel 246
 - checking, using the Embedded Web Server 247
 - storing 246
 - using genuine Lexmark 247
 - using recycled paper 230
 - Supplies menu 150
 - supplies, ordering
 - cleaning cloth 247
 - imaging unit 250
 - maintenance kit 249
 - separator pad 248
 - staple cartridges 250
 - toner cartridges 248
 - Supply needed to complete job 307
 - supply notifications
 - configuring 263
 - supported flash drives 96
 - supported paper sizes 88
 - supported paper types 91
 - supported paper weights 91
 - system board
 - accessing 34
- T**
- TCP/IP menu 167
 - telecommunication
 - notices 367, 368, 369, 370
 - the scanner does not respond 356
 - tips
 - card stock 83
 - labels, paper 84
 - on using envelopes 83
 - on using letterhead 84
 - transparencies 84
 - tips on using envelopes 83
 - tips on using letterhead 84
 - toner cartridge
 - replacing 252
 - toner cartridges
 - ordering 248
 - recycling 234
 - toner darkness
 - adjusting 94
 - Too many bins attached [58] 307
 - Too many disks installed [58] 307
 - Too many flash options installed [58] 308
 - Too many trays attached [58] 308
 - touch screen
 - buttons 17
 - cleaning 245
 - transparencies
 - copying on 102
 - loading 76
 - tips 84
 - Tray [x] paper size unsupported 308
 - trays
 - linking 81, 82
 - unlinking 81, 82
 - troubleshooting
 - an application error has occurred 358
 - cannot open Embedded Web Server 358
 - checking an unresponsive printer 309
 - fax and e-mail functions are not set up 350
 - indicator light is blinking 288
 - solving basic printer problems 309
 - the scanner does not respond 356
 - troubleshooting, copy
 - copier does not respond 343
 - partial document or photo copies 343
 - poor copy quality 344
 - poor scanned image quality 354
 - scanner unit does not close 346, 356
 - troubleshooting, display
 - scanner display is blank 311
 - troubleshooting, fax
 - caller ID is not shown 346
 - can receive but not send faxes 349
 - can send but cannot receive faxes 350
 - cannot send or receive a fax 347
 - received fax has poor print quality 351

- troubleshooting, paper feed
 - message remains after jam is cleared 315
- troubleshooting, print
 - envelope seals when printing 317
 - error reading flash drive 317
 - held jobs do not print 316
 - incorrect characters print 318
 - incorrect margins on prints 328
 - jammed pages are not reprinted 314
 - job prints from wrong tray 318
 - job prints on wrong paper 318
 - jobs do not print 320
 - Large jobs do not collate 319
 - multiple-language PDF files do not print 319
 - paper curl 329
 - paper frequently jams 315
 - print job takes longer than expected 321
 - tray linking does not work 322
 - unexpected page breaks occur 323
- troubleshooting, print quality
 - blank pages 329
 - characters have jagged edges 323
 - clipped pages or images 324
 - compressed images appear on prints 325
 - gray background on prints 326
 - horizontal voids appear on prints 327
 - print irregularities 331
 - print is too dark 332
 - print is too light 334
 - printer is printing solid black pages 330
 - repeating defects appear on prints 335
 - shadow images appear on prints 336
 - skewed print 336
 - streaked horizontal lines appear on prints 337
 - streaked vertical lines 338
 - toner fog or background shading appears on prints 339
 - toner rubs off 340
 - toner specks appear on prints 340
 - transparency print quality is poor 341

- uneven print density 341
- white streaks on a page 341
- troubleshooting, printer options
 - internal print server 312
 - Internal Solutions Port 312
 - tray problems 313
- troubleshooting, printing
 - printing slows down 319
- troubleshooting, scan
 - cannot scan from a computer 353
 - partial document or photo scans 353
 - scan job was not successful 355
 - scanner unit does not close 346, 356
 - scanning takes too long or freezes the computer 356
- troubleshooting, scanner options
 - internal option is not detected 311
 - USB/parallel interface card 314

U

- understanding the scanner home screen buttons and icons 15
- uneven print density 341
- Unformatted flash detected [53] 308
- Universal paper size setting 62
- Universal Setup menu 161
- unlinking trays 81, 82
- Unsupported camera mode, unplug camera and change mode 308
- Unsupported option in slot [x] [55] 308
- Unsupported USB hub, please remove 292
- USB port 53
- USB port [x] disabled [56] 309
- USB/parallel interface card
 - troubleshooting 314
- using a shortcut number
 - scanning to an FTP address 144
- using Forms and Favorites 94
- using recycled paper 230
- using shortcuts
 - sending fax 134
- using the address book 114
 - sending fax 135
- using the touch-screen buttons 17
- Utilities menu 223

V

- verify print jobs 97
 - printing from a Macintosh computer 98
 - printing from Windows 98
- vertical voids appear 341
- viewing
 - reports 262
- viewing a fax log 137
- virtual display
 - checking, using Embedded Web Server 262
- voice mail
 - setting up 121
- Voice over Internet Protocol (VoIP)
 - fax setup 126
- voids appear 341
- VoIP adapter 126
- volatile memory 235
 - erasing 235
- volatility
 - statement of 235

W

- Weblink server not set up. Contact system administrator. 309
- wiping the scanner hard disk 236
- Wireless menu 169
- wireless network
 - configuration information 57
- wireless network setup
 - using the Embedded Web Server 59
- wireless setup wizard
 - using 58

X

- XPS menu 224